



TRAINING GUIDE

MIDLANDSTECH.EDU

JAN | FEB | MAR | APR 2023

Built to scale

MTC's **Comprehensive Welder** program lines up all the key skills including Stick, MIG, Flux Cored, and TIG.

PAGE 27



Not a small thing

Be on the road to earning \$23 an hour as a **Computer Technician** in just three to four months.

PAGE 6



What makes you happy?

In just six weeks, you could be a **Vet Assistant**, helping veterinary offices run smoothly.

PAGE 15



Having fun with Mav

Find MTC's mascot hidden inside.

PAGE 12



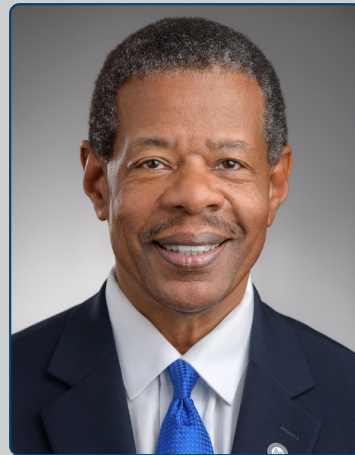
MIDLANDS
TECHNICAL COLLEGE



Welcome to MTC

Whether you are looking for a great career or to enhance your current skills to be competitive in our global society, I am certain that you will find enrolling at MTC to be one of your best decisions.

Here at MTC, your personal goals are the starting point as we assist you in planning a program of study that helps you design your future. We listen to your needs, and when we say “You can get anywhere from here,” it means that every option is available to you.



Please take some time to explore all of the services and programs MTC has to offer you.

I look forward to seeing you on campus!

Best wishes,

A handwritten signature in black ink, reading "Ron", which is a stylized representation of the name Ronald.

Dr. Ronald L. Rhames '78
President | Midlands Technical College

WHAT'S INSIDE THIS TRAINING GUIDE?

This **TRAINING GUIDE** outlines the training programs available in the next few months. Train for in-demand careers quickly or advance in your current career.

Training programs can be completed in a matter of weeks or months. These are not eligible for federal financial aid, but they may qualify for other scholarships and grant funding. **Academic programs** provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA).

Learn more and view a full program list at MIDLANDSTECH.EDU/schools

We can help you get there.

Our training programs and courses can help you be ready for an in-demand career or advance your current career. **THIS IS HOW YOU DO IT:**

1

REVIEW TRAINING PROGRAMS AND REGISTER AT MIDLANDSTECH.EDU/schools

- > Learn about program commitments and career opportunities
- > Check out the QuickJobs webpage for any upcoming scholarship info sessions at MIDLANDSTECH.EDU/programs-and-courses/quickjobs
- > Contact Training Registration if you have questions or need guidance at 803.732.0432

2

PREPARE FOR YOUR CLASS

- > Check the Materials List for your class on the website
- > Complete any steps required before the first day

3

COMPLETE YOUR PROGRAM

- > Attend class regularly, study hard, and complete assignments
- > For Health Care classes, complete any necessary clinical work
- > Retrieve your MTC completion certificate by email

4

LOOK AT NEXT STEPS

- > Prepare for and take any applicable industry certifications to make yourself more marketable in the workplace

5

GET THE JOB OR ADVANCE IN YOUR CAREER

- > Use MTC Student Employment Services for resume writing and job searching
- > Register for another class to build on your skill set and credentials

TABLE OF CONTENTS

05

School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Computer Support | Cloud Technology | Databases | Programming | Microsoft Office
Beginning Computer Courses | Web Development and Print Media

13

School of HEALTH CARE

Emergency Services | Animal Care | Health Care | Clinical Massage Therapy | Personal Trainer
Medical Information Management

19

School of ADVANCED MANUFACTURING AND SKILLED TRADES

Construction | Forklift Operator | HVAC | Drones | Small Engine Mechanic | Landscaper and Horticulturist
Industrial Electrical | Industrial Mechanical Maintenance | Truck Driver/CDL | Manufacturing
Welding | Plumbing

29

School of BUSINESS

Business Analysis | Finance and Accounting | Project Manager | Supervisory and Leadership | Grant Writing
Digital Marketing | Customer Service | Organizational Performance | Personal Development | Legal | Sales

38

School of ENGLISH AND HUMANITIES

Audio Engineer | Photographer and Videographer | Business Writing

40

School of EDUCATION AND PUBLIC SERVICE

Career Development Facilitator | Training

40

PERSONAL ENRICHMENT

Cake Decorator | Floral Designer | Interior Decorator | Personal Trainer | Languages
Defensive Driving | Motorcycle

42

CORPORATE TRAINING






About Us | In the News | Corporate Customer Experience


9 QuickJobs | 37 VA Education Benefits | 46-47 How to Enroll

UNDERSTANDING COURSE LISTINGS

NAME OF COURSE

Course description and cost listed below name of course.


May 9 S 8 am-5 pm AIRPT CEMED 522 14
    
 Date Day of week Time Location Course code


Articulation
Courses


Online
Options


New
Courses


Approved for
VA Education
Benefits


QuickJobs
Programs

LOCATIONS

AIRPT

Airport Campus

BATES

Batesburg-Leesville Campus

BLTLN

Beltline Campus

CEOFS

Off-Campus Class

FF

Fairfield Campus

HARBN

Harbison Campus

HYBRID

Hybrid Class

LEMS

Lexington EMS

MAI

Midlands Audio Institute

NEAST

Northeast Campus

ONLINE OR CEONL


Online Class

RSDI

Richland School District One

VIRTUAL

Virtual Class

 **Articulation Courses** | Courses with this symbol may provide exemption credit and/or advanced placement into an academic program at MTC, provided college entrance and other requirements are met. For further information, call 803.732.0432.

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Within this school, you'll find training programs and courses in areas such as:

Beginning Computer Courses

Cloud Technology

Computer Support

Databases

Programming

Microsoft Office

Web Development and Print Media

Windows

Many courses are available online.

Academic degrees, diplomas, and certificates are also available in this school.



Learn more at MIDLANDSTECH.EDU/schools

COMPUTER SUPPORT

A+ IT TECHNICIAN

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building a computer using MTC's hardware kits in class. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. \$2999

Jan 9-Feb 9	MTWTh	6 pm-9:45 pm	BLTLN	CEDST 528 67
Jan 23-Feb 3	MTWTh	9 am-4:30 pm	NEAST	CEDST 528 04
	F	9 am-1 pm		
Apr 3-Apr 14	MTWTh	9 am-4:30 pm	HARBN	CEDST 528 05
	F	9 am-1 pm		
Apr 3-Apr 27	MTWTh	6 pm-9:45 pm	NEAST	CEDST 528 68

NETWORK +

Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. \$1999

Jan 9-Jan 27	M-Th	9 am-4:30 pm	NEAST	CENET-747-41
	F	9 am-1 pm		
Feb 13-Feb 24	MTWTh	9 am-4:30 pm	NEAST	CENET 747 39
	F	9 am-1 pm		
Feb 13-Mar 9	MTWTh	6 pm-9:45 pm	BLTLN	CENET 747 71
Apr 17-Apr 28	MTWTh	9 am-4:30 pm	NEAST	CENET 747 40
	F	9 am-1 pm		

SERVER+

Through hands-on practice, you will learn server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting while preparing to sit for the CompTIA Server+ certification exam. \$1999

Mar 27-Apr 6	MTWTh	6 pm-9:45 pm	HARBN	CENET 753 53
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SECURITY+

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or

equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. \$1999

Apr 10-Apr 20	MTWTh	6 pm-9:45 pm	HARBN	CESEC 664 63
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LINUX+

Through hands-on practice, students will learn system administration skills for the Linux operating system and prepare for the CompTIA Linux+ certification. Gain the skills required to successfully install, operate, and troubleshoot Linux servers in an enterprise environment. Topics covered include hardware and system configuration, systems operation and maintenance, security, troubleshooting and diagnostics, and automation and scripting. \$1999

Apr 24-May 4	MTWTh	6 pm-9:45 pm	HARBN	CENET 746 64
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CAREER SPOTLIGHT

CYBERSECURITY ANALYST

A cybersecurity analyst (also called information security analyst) is a professional trained to detect and prevent attacks to their organization systems or network. They closely monitor threats and their organization's networks for any breaches in security. This may involve installing software and encryption, reporting breaches or weak spots, researching IT trends, educating the organization on security, and even simulating security attacks to find potential vulnerabilities.

Prerequisites: Five years of networking experience or program approval. See <https://bit.ly/3b5ZPBq> for further information regarding prerequisites.

REQUIREMENTS	HOURS	COST
Security+	30	\$1999
PenTest+	30	\$1999
Cybersecurity Analyst (CySA+)	30	\$1999
Total: 90 hrs		\$5997

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

COMPUTER SUPPORT ⓘ 🚩

PENTEST+

In this course, you will be introduced to general concepts and methodologies related to pen testing, and you will work your way through a simulated pen test for a fictitious company. Prerequisites: knowledge of information security concepts, including but not limited to identity and access management (IAM), cryptographic concepts and implementations, computer networking concepts and implementations, and common security technologies. Practical experience in securing various computing environments, including small to medium businesses as well as enterprise environments. \$1999

Feb 20-Mar 2 MTWTh 6 pm-9:45 pm HARBN CESEC 685 53

CYBERSECURITY ANALYST (CYSA+)

Learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. Prerequisites: At least two years of experience in computer network security or a related field; ability to recognize information security vulnerabilities and threats in the context of risk management; operational skills with common operating systems for computing environments; foundational knowledge of concepts and operational framework of common assurance safeguards in computing environments; foundation-level understanding of some of the common concepts for network environments; foundational knowledge of major TCP/IP networking protocols, including TCP, IP, UDP, DNS, HTTP, ARP, ICMP, and DHCP. \$1999

Mar 13-Mar 23 MTWTh 6 pm-9:45 pm NEAST CESEC 683 56

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Prepare to take the exam for the Cisco Certified Network Associate (CCNA) certification. Learn the skills required to successfully install, operate, and troubleshoot a small to medium size enterprise network. Topics covered include LAN switching technologies, IP routing technologies, IP services, troubleshooting, WAN technologies, wireless, cloud services, and software defined networking. \$3495

Mar 6-Mar 17 MTWTh 9 am-4:30 pm NEAST CENET 751 03

ITIL FOUNDATION

ITIL provides a systematic approach for IT service management using ITIL's best practices and components for delivering IT services to customers. This course is outlined to teach ITIL's Foundational principles and dimensions for managing the many services various IT organizations deliver. ITIL Foundation is a global standard for IT service management. It provides IT leaders, practitioners, and support staff with a practical understanding of the key concepts of ITIL. \$1999

Jan 9-Jan 18	MTWTh	6 pm-9 pm	HARBN	CEPMG 574 60
Mar 1-Mar 2	WTh	9 am-4 pm	NEAST	CEPMG 575 01
Mar 13-Mar 16	MTWTh	6 pm-9 pm	NEAST	CEPMG 575 52
Mar 20-Mar 23	MTWTh	6 pm-9 pm	NEAST	CEPMG 575 50
Apr 10-Apr 13	MTWTh	6 pm-9 pm	HARB	CEPMG 575 51
Apr 24-Apr 27	MTWTh	6 pm-9 pm	HARB	CEPMG 575 53

CAREER SPOTLIGHT

COMPUTER TECHNICIAN ⓘ 🚩

Computer technicians provide technical assistance to computer users and resolve computer problems for clients in person, via telephone, or electronically. They also may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Train for a career repairing and maintaining computers and network servers in almost any small or large business or government environment.

REQUIREMENTS	HOURS	COST
A+ IT Technician	60 hours	\$2999
Network+	60 hours	\$1999
ITIL Foundation	18 hours	\$1595

Total: 138 hours \$6,593

DESKTOP AND SERVER ADMINISTRATOR ⓘ

Desktop and server administrators maintain network hardware and software, monitor networks to ensure availability to all users, and perform necessary maintenance to support network availability. They plan, coordinate, and implement network security measures in data centers and with cloud-based services.

REQUIREMENTS	HOURS	COST
Complete all courses in the Computer Technician program above, plus:		
Server+	30 hours	\$1999
Cloud+	30 hours	\$1999
Security+	30 hours	\$1999

Total: 228 hrs \$12,590

ADVANCED DESKTOP AND SERVER ADMINISTRATOR

Take your understanding of computer systems to the next level with this advanced certificate on infrastructure, security, and network configurations, and earn more than \$36 an hour on average.

REQUIREMENTS	HOURS	COST
Complete all courses from the Computer Technician and Desktop and Server Administrator programs above, plus:		
Linux+	30 hours	\$1999
Cisco Certified Network Associate (CCNA)	60 hours	\$3495

Total: 318 hrs \$18,084

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

DATABASES ⓘ

DATABASE DESIGN

Is your database efficient and easy to work with? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data and plan the design of a database. \$199

Jan 3-Jan 4	TW	6 pm-9 pm	HARBN	CEDBS 614 57
Feb 28	T	9 am-4 pm	NEAST	CEDBS 614 22

SQL

This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. The course will progress quickly through fundamental concepts and move into advanced SQL concepts such as nested queries, tables, and data manipulation as well as indexing. \$499

Jan 30-Feb 2	MTWTh	6 pm-9 pm	HARBN	CEDBS 590 80
Mar 21-Mar 22	TW	9 am-4 pm	NEAST	CEDBS 590 04

BUSINESS INTELLIGENCE 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 helps you build advanced reports with ease, presenting complex information in an understandable way. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. \$599

Feb 6-Feb 9	MTWTh	6 pm-9 pm	HARBN	CEDBS 588 79
Mar 27-Mar 28	MT	9 am-4 pm	NEAST	CEDBS 588 43

BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way a data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau. \$599

Feb 13-Feb 16	MTWTh	6 pm-9 pm	HARBN	CEDBS 645 60
Mar 29-Mar 30	WTh	9 am-4 pm	NEAST	CEDBS 645 10

CLOUD TECHNOLOGY

CLOUD+

Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. \$1999

Apr 10-Apr 20	MTWTh	6 pm-9:45 pm	NEAST	CEMCS 718 73
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SQL SERVER DATABASE SERVICES

Create queries to retrieve, add, update, and maintain database data. Work with data sorting, built-in functions, stored procedures, subqueries, table operators, set operators, conditional operators, views, indexes, and error handling features of SQL Server 2012. \$899

Feb 20-Mar 2	MTWTh	6 pm-9 pm	HARBN	CEDBS 641 59
Apr 3-Apr 6	MTWTh	9 am-4 pm	NEAST	CEDBS 641 14

DATABASE PRODUCTIVITY LAB

Design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull the courses in the Database Analyst Certificate Program together and fine-tune your new database management skills. You must successfully complete in order to receive the Database Analyst Certificate. Prerequisites: Access (Introduction, Intermediate and Advanced), Database Design, SQL (Introduction), Crystal Reports (Introduction), and SQL Server Database Services. \$199

Mar 6-Mar 7	MT	6 pm-9 pm	HARBN	CEDBS 626 73
Apr 11	T	9 am-4 pm	NEAST	CEDBS 626 03

POWER BI ⓘ

Power BI is a widely used business analytics service offered by Microsoft. In this program, you will learn how to harness Power BI as a complete data analysis and report creation tool and streamline and better understand your data. Create charts, maps and other visuals to see your data in real-time. \$495

Feb 6-Apr 28	ONLINE	CEUGC 523
Apr 3-June 30	ONLINE	CEUGC 523

CAREER SPOTLIGHT

DATABASE ANALYST ⓘ

In today's workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels.

REQUIREMENTS	HOURS	COST
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Database Design	6	\$199
Access, Introduction	12	\$299
Access, Intermediate	12	\$299
SQL	12	\$499
Access, Advanced	12	\$299
Business Intelligence 1	12	\$599
Business Intelligence 2	12	\$599
SQL Server Database Services	24	\$899
Database Productivity Lab	6	\$199
Agile Fundamentals	18	\$699

Total: 162 hrs **\$5,487**

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

BEGINNING COMPUTER COURSES

COMPUTER BASICS - SENIORS

Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows and the internet. Open to seniors only, ages 60 and above. \$99

Jan 13-Jan 20 F 9 am-12 pm NEAST CEBEG 525 19

ORGANIZING COMPUTER FILES

Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. \$199

Jan 9 M 9 am-4 pm NEAST CEBEG 534 33
Jan 30-Feb 1 MW 6 pm-9 pm HARBN CEBEG 534 54

MICROSOFT OFFICE

ACCESS, INTRODUCTION

Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and develop the skills to design simple forms and reports. \$299

Jan 5-Jan 11 MTWTh 6 pm-9 pm HARBN CEDBS 620 54
Mar 1-Mar 2 WTh 9 am-4 pm NEAST CEDBS 620 44

ACCESS, INTERMEDIATE

Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. \$299

Jan 12-Jan 19 TWTh 6 pm-9 pm HARBN CEDBS 623 54
Mar 7-Mar 8 TW 9 am-4 pm NEAST CEDBS 623 44

ACCESS, ADVANCED

Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. \$299

Jan 23-Jan 26 MTWTh 6 pm-9 pm HARBN CEDBS 624 75
Mar 14-Mar 15 TW 9 am-4 pm NEAST CEDBS 624 47

EXCEL, INTRODUCTION

Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. Microsoft Excel is required for online classes. \$299

Jan 4-Jan 16 ONLINE CESDS 602 39I
Feb 6-Feb 15 MW 6 pm-9 pm NEAST CESDS 602 73
Mar 6-Mar 8 MW 9 am-4 pm BLTLN CESDS 602 40

EXCEL, INTERMEDIATE

Learn specialized functions, like IF, COUNTIF, and DSUM, and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables, and charts and work with slicers and templates. Microsoft Excel is required for online classes. \$299

Jan 18-Jan 30 ONLINE CESDS 610 44I
Feb 20-Mar 1 MW 6 pm-9 pm NEAST CESDS 610 53
Mar 13-Mar 15 MW 9 am-4 pm BLTLN CESDS 610 45

EXCEL, ADVANCED

In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. Microsoft Excel is required for online classes. \$299

Feb 1-Feb 13 ONLINE CESDS 611 46I
Mar 6-Mar 15 MW 6 pm-9 pm NEAST CESDS 611 63
Mar 20-Mar 22 MW 9 am-4 pm BLTLN CESDS 611 47

CAREER SPOTLIGHT

OFFICE ADMINISTRATIVE SPECIALIST

This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career.

REQUIREMENTS	HOURS	COST
Word (Intro. and Interm.)	12 x2	\$299 x2
Excel (Intro. and Interm.)	12 x2	\$299 x2
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Becoming a Customer Service Star	6	\$259
Business Grammar	6	\$259
Business Letter Writing	6	\$259
Enhancing Your Professionalism	3	\$125
Office Productivity Lab	6	\$199

Total: 93 hrs \$2,795

Start a new career or move up to a better one

QUICKJOBS AT MTC



QUICKJOBS ARE CAREER TRAINING PROGRAMS developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required.

Most programs only take a few months to complete, and some can be finished in a matter of weeks.



LOOK
FOR THE
QUICKJOBS
SYMBOL TO
IDENTIFY THESE
PROGRAMS

TUITION ASSISTANCE OPTIONS

Tuition assistance may be available. Learn more at MIDLANDSTECH.EDU/QuickJobs.

If you are receiving unemployment benefits or eligible for WIOA, call your nearest SC Works Center and ask about tuition assistance for QuickJobs at MTC.

Richland | 803.978.0139 Lexington | 803.359.6131 Fairfield | 803.635.2812

More info @ MIDLANDSTECH.EDU/QuickJobs | 803.732.0432

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

MICROSOFT OFFICE

OUTLOOK, INTRODUCTION

Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help with organization, and use the Outlook calendar to keep up with your busy schedule. \$299

Feb 20-Mar 3			ONLINE	CESCH 708 261
Mar 20-Mar 29	MW	6 pm-9 pm	HARBN	CESCH 708 53
Apr 3-Apr 5	MW	9 am-4 pm	NEAST	CESCH 708 27

WORD, INTRODUCTION FOR SENIORS

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$109

Feb 3-Feb 10	F	9 am-12 pm	NEAST	CEWDP 597 44
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WORD, INTRODUCTION

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. \$299

Jan 10-Jan 19	TTh	6 pm-9 pm	HARBN	CEWDP 593 66
Feb 27-Mar 1	MW	9 am-4 pm	BLTLN	CEWDP 593 15

WORD, INTERMEDIATE

Enhance your proficiency with Word using tables, styles, templates, section breaks, and columns. Long document features such as table of contents, indexes, and mail merge are also covered in this course. \$299

Jan 23-Feb 1	MW	6 pm-9 pm	HARBN	CEWDP 594 54
Mar 27-Mar 29	MW	9 am-4 pm	BLTLN	CEWDP 594 04

INSTRUCTOR SPOTLIGHT



MICHELLE WHITE

Michelle White has 29 years of experience as a business professional and has worked in the educational sector for over 12 years. She is experienced in various financial accounting matters on corporate and government levels, along with payroll, bookkeeping, auditing, tax services,

and more. She has a Master of Business Administration and a Bachelor of Science with a concentration in Management, both earned from UNC Pembroke. Additionally, she has served on boards as the treasurer and is an NAF Academy Director of Business and Finance for public instruction.

WORD, ADVANCED

Create top-notch documents using forms, sharing documents, and document revisions. Work with custom graphic elements, bookmarks, footnotes, and macros. \$299

Jan 4-Jan 5	WTh	9 am-4 pm	NEAST	CEWDP 595 04
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OFFICE PRODUCTIVITY LAB

Demonstrate your knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. To receive an Office Administrative Specialist Certificate, you must successfully complete this course.

Prerequisites: Word (Introduction and Intermediate), Excel (Introduction and Intermediate), Organizing Computer Files, Outlook (Introduction), Computer Typing for Everyone and Becoming a Customer Service Star). \$199

Apr 10	M	9 am-4 pm	BLTLN	CEMSO 516 20
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INTRO TO POWERPOINT 2019/OFFICE 365

Make presentations go from "so-so" to sensational with PowerPoint. This course will help you learn to use Microsoft PowerPoint 2019/Office 365 to create professional-quality slide presentations that grab attention and make your message memorable from start to finish. \$169

Jan 18-Mar 10	ONLINE	CEEDG 771
Feb 15-Apr 7	ONLINE	CEEDG 771
Mar 15-May 5	ONLINE	CEEDG 771
Apr 12-Jun 2	ONLINE	CEEDG 771

WEB DEVELOPMENT AND PRINT MEDIA

SOURCE CONTROL WITH GIT

Learn about Source Control and using Git to manage code and programming files. Acquire the skills to confidently manage your code on both your personal computer and on remote repositories with GitLab. While GitLab is the Git server you will learn about in this section, all Git servers operate similarly. You will be able to translate the basics you learn in this course to any Git server of your choice. Be ahead of the curve when it comes to version control and understand the foundation of working in a programming environment by pushing and pulling your code within your own repository. \$799

Jan 4-Jan 15	ONLINE	CEWDV 584 021
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HTML AND CSS

Learn to use HTML5 to structure web content and create semantically meaningful page structures. Work with lists and tables, links, and images. Learn to apply local styles, style sheets, and create classes to control the appearance of your websites by separating visual presentation from content. Also learn CSS basics to build effective navigation and page layouts, work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. \$1995

Jan 17-Feb 20	ONLINE	CEWDV 574 011
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SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

WEB DEVELOPMENT AND PRINT MEDIA ⓘ

JAVASCRIPT 🖥️ ↩️

Learn the fundamental concepts of the JavaScript language and how to use it to communicate with users, modify the Document Object Model (DOM), control program flow, and validate forms. Make functions using loops and IF statements and learn the fundamentals of JSON. Knowledge of HTML required. \$1399

Feb 22-Apr 2

ONLINE CEWDV 575 09I

WEBSITE PRODUCTION LAB 🖥️

Create a well-developed website using HTML, CSS, and JavaScript. This instructor interactive capstone will showcase and demonstrate the web development skills acquired in the Front-End Web Developer program. You must successfully complete this course in order to receive the Front-End Web Developer certificate. Prerequisites: Source Control with Git, HTML and CSS, and JavaScript. \$599

Apr 4-Apr 16

ONLINE CEWDV 553 19I

GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE 🖥️

Learn how to use the features of Adobe Illustrator, Adobe InDesign and Adobe Photoshop, the industry standards used in graphic design. You are responsible for purchasing your own software for these courses. Trial versions of Adobe software are sometimes available on the Adobe company website. \$545

Feb 6-Apr 28

ONLINE CEUGC 529

Apr 3-Jun 30

ONLINE CEUGC 529

PROGRAMMING

PHP AND MYSQL 🖥️

Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development using PHP and MySQL. Prerequisites: HTML5, CSS3, and JavaScript. \$2999

Apr 18-Jun 6

ONLINE CEWDV 568 19I

PYTHON PROGRAMMING 🖥️

Learn the fundamentals and history of Python programming by writing and designing your own programs that are built with functions and modules. Learn to test and debug your programs like a professional. Master object composition and encapsulation while focusing on your own classes as you build object-oriented programs while learning the skills for working with strings, dates, and times. From beginning to end, this course will prepare you for all of the basics and building blocks of Python programming. At the end of the course, you will build your own fully functioning program that relies on user input to execute the code you have learned and written. \$1599

Feb 6-Mar 7

ONLINE CEWDV 580 04I

CERTIFICATE IN BASIC GAME DESIGN 🖥️

Games provide more than entertainment for organizations. This certificate provides you with an introduction to the design and development of both video and analog games with a particular focus on the use of games outside of consumer entertainment. This is the first step to understanding game design and creating your own games. \$395

Feb 6-Mar 31

ONLINE CEUGC 514

Apr 3-May 26

ONLINE CEUGC 514

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER ⓘ

Learn to design websites using HTML, CSS, and JavaScript. Develop sites implementing basic search engine optimization strategies to increase visibility.

REQUIREMENTS	HOURS	COST
Source Control with Git	15	\$799
HTML and CSS	42	\$1995
JavaScript	36	\$1399
Website Production Lab	18	\$599
Agile Fundamentals	18	\$699

Total: 129 hrs \$5,491

FULL-STACK WEB DEVELOPER

Along with learning to design websites, learn the basics of PHP: use variables, logical expressions, and functions, and design a MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area.

REQUIREMENTS	HOURS	COST
Complete all courses from the Front-End Web Developer program above, plus:		
PHP and MySQL	60	\$2999

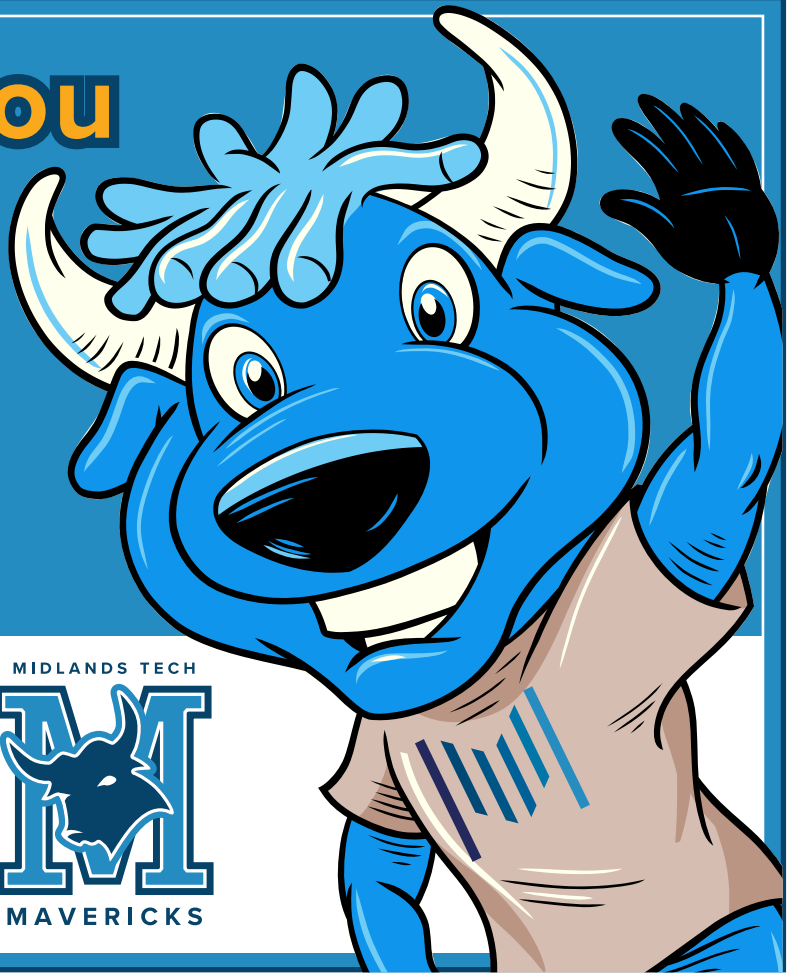
Total: 201 hrs \$8,889

Hey! Can you find me?

I'm Mav.
I'm hiding five places in
this guide.

In the spring of 2021, students, faculty, staff, and friends of the college cast votes for a new official mascot. Mavericks was the top choice among each group, earning more votes than Rhinos, Navigators, and Owls.

Feel the Thunder



TUITION ASSISTANCE

A range of funding options are available to offset training costs.

OPTIONS INCLUDE:

- > Sallie Mae Smart Option Student Loan
- > Military and Veterans Benefits
- > Workforce Innovation and Opportunity Act (WIOA) Assistance

Learn more at MIDLANDSTECH.EDU/TrainingStudentResources

SCHOOL OF HEALTH CARE

Within this school, you'll find training programs and courses in areas such as:

Animal Care
Emergency Services
Direct Patient Care

Clinical Massage Therapy
Medical Information Management
Personal Trainer

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at MIDLANDSTECH.EDU/schools

EMERGENCY SERVICES

BLS FOR HEALTHCARE PROVIDER CPR

BLS Healthcare Provider CPR/AED for adult, child, and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. \$79

Feb 25	S	8 am-5 pm	AIRPT	CEMED 522 53
Mar 11	S	8 am-5 pm	AIRPT	CEMED 522 54
Apr 15	S	8 am-5 pm	AIRPT	CEMED 522 55

EMT BASIC

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: high school diploma or GED, and WIN assessment tests (Applied Mathematics, Reading for Information, and Locating Information) all with a minimum score of 3 or above. Test Scores must be submitted prior to registration (CCE Registration, Continuing Education, PO Box 2408, Columbia, SC 29202). Mandatory uniform policy: black khaki pants, black polo shirt, black shoes, and black belt. \$2395

Jan 7-Apr 1	S	8 am-5 pm	BLTN	CEMED 635 64I
Feb 6-Apr 29	MTWThFSSu	6 pm-10 pm	AIRPT	CEMED 635 65I
	S	8 am-12 pm		
Mar 20-Jun 14	MW	6 pm-10 pm	BLTN	CEMED 635 66I
Mar 28-Jun 20	TTh	6 pm-10 pm	BLTN	CEMED 635 67I
Mar 13-Sep 6	MW	6 pm-10 pm	LEMS	CEMED 635 68I
Mar 18-Sep 2	S	8 am-5 pm	LEMS	CEMED 635 69I
Apr 20-Jul 18	TTh	10 am-2 pm	AIRPT	CEMED 635 70I

FIRST AID

General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. \$69

Feb 17	F	1 pm-5 pm	AIRPT	CEMED 521 74
Mar 24	F	6 pm-10 pm	AIRPT	CEMED 521 75
Apr 28	F	1 pm-5 pm	AIRPT	CEMED 521 76

SHARE YOUR EXPERTISE

Adjunct professors needed for several health care programs.
See details on page 18.



CPR or first aid training in one day or less

Less than \$80 each

Perfect for health care providers, emergency response personnel, and anyone who wants thorough personal training.

CPR | 8 hours | \$79

In one Saturday, gain skills in Basic Life Support (BLS) in CPR/AED to assist adults, children, and infants in respiratory or cardiac distress. After successful course completion, gain certification that is good for two years.

FIRST AID | 4 hours | \$69

In just a few hours, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings to the left for course dates.



Ready to take the call?

Go from EMT to Paramedic to an Associate Degree.

Step 1: EMT

Start a rewarding career as an EMT (Emergency Medical Technician) with just six months of training.

Step 2: Paramedic

Advance your career with MTC's 11-month Paramedic training program.

Step 3: Associate Degree

Earn your Associate Degree in Emergency Medical Technology by taking just **FIVE COURSES** (16 credit hours/one semester). All five courses are currently available on-campus and virtually, and many are offered in online or hybrid formats.

Already a certified paramedic?

You may be eligible to apply your paramedic certification and other credentials toward an Associate Degree in Emergency Medical Technology. You could receive exemption credit for up to 45 credit hours (three semesters) applied toward your degree, potentially saving you thousands of dollars. Financial aid, including grants, scholarships, and low-interest federal loans may also be available.

SCHOOL OF HEALTH CARE

HEALTH CARE

BASIC IV THERAPY

This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. \$129

Feb 3	F	12 pm-4 pm	AIRPT	CEMED 601 66I
Feb 24	F	12 pm-4 pm	AIRPT	CEMED 601 67I
Mar 24	F	12 pm-4 pm	AIRPT	CEMED 601 68I
Apr 21	F	12 pm-4 pm	AIRPT	CEMED 601 69I

CERTIFIED NURSE ASSISTANT (CNA)

This DHHS-approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. \$1295

Jan 9-Feb 9	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 08I
	Th	2 pm-4 pm		
Jan 9-Feb 9	TWThFS	8 am-1 pm	HARBN	CEMED 617 13I
	Th	2 pm-4 pm		
Jan 9-Feb 9	MTWThFS	2 pm-4 pm	NEAST	CEMED 617 19I
	F	1 pm-5 pm		
Jan 9-Mar 13	MTTh	6 pm-10 pm	AIRPT	CEMED 617 11I
Jan 9-Apr 3	MW	5 pm-9:30 pm	FF	CEMED 617 58I
Jan 14-Apr 15	S	8 am-5 pm	NEAST	CEMED 617 17I
Feb 20-Mar 23	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 09I
	Th	2 pm-4 pm		
Feb 20-Mar 23	MTWThFS	8 am-1 pm	HARBN	CEMED 617 14I
	Th	2 pm-4 pm		
Feb 20-Mar 23	MTWThF	12 pm-5 pm	NEAST	CEMED 617 20I
	F	5 pm-10 pm		
	Th	5 pm-7 pm		
Feb 20-Mar 23	MTWThFS	8 am-1 pm	FF	CEMED 617 64I
	Th	2 pm-4 pm		
Apr 10-May 11	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 10I
	Th	2 pm-4 pm		
Apr 10-May 11	MTWThFS	8 am-1 pm	HARBN	CEMED 617 16I
	Th	2 pm-4 pm		
Apr 10-May 11	MTWThFS	8 am-1 pm	NEAST	CEMED 617 26I
	Th	2 pm-4 pm		
Apr 18-Jul 11	TTh	5 pm-9:30 pm	FF	CEMED 617 65I
Mar 26-May 30	MTTh	6 pm-10 pm	AIRPT	CEMED 617 12I

EKG TECHNICIAN

The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. Topics also include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 75 classroom hours and 45 lab hours. Clinical hours will vary. \$1595

Jan 18-May 8	MW	9 am-12 pm	AIRPT	CEMED 658 07I
Mar 13-Jun 26	MW	6 pm-9 pm	AIRPT	CEMED 658 08I
Apr 17-Aug 4	TTh	6 pm-9 pm	NEAST	CEMED 658 09I

MEDICATION ADMINISTRATION

This course provides an overview of the philosophy of medication administration, as well as skills practice for four covered routes of administration: oral, subcutaneous, intramuscular, and intradermal. \$150

Feb 17	F	1 pm-5 pm	AIRPT	CEMED 608 24I
Apr 28	F	1 pm-5 pm	AIRPT	CEMED 608 23I

PHLEBOTOMY TECHNICIAN

Which will allow you to have a career in a variety of healthcare settings in SC. You will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. The course includes 30 hours of lecture with 45 hours of simulation and clinical rotation hours. \$1195

Jan 16-Apr 10	MW	6 pm-9 pm	AIRPT	CEMED 560 13I
Jan 17-Apr 11	TTh	9 am-12 pm	AIRPT	CEMED 560 11I
Jan 17-Apr 11	TTh	6 pm-9 pm	FF	CEMED 560 12I
Jan 17-Apr 11	TTh	6 pm-9 pm	HARBN	CEMED 560 15I
Feb 4-May 6	S	9 am-3 pm	HARBN	CEMED 560 14I
Feb 6-May 1	MW	6 pm-9 pm	NEAST	CEMED 560 18I
Mar 25-Jun 24	S	9 am-3 pm	AIRPT	CEMED 560 16I
Apr 24-Jul 24	MW	6 pm-9 pm	FF	CEMED 560 17I

STERILE PROCESSING TECHNOLOGY

This course teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution. Anatomy and Physiology and Medical Terminology must be taken with a passing grade before taking the Sterile Processing Technology course. \$995

Jan 10-May 4	TTh	6 pm-7:30 pm	AIRPT	CEMED 700 03I
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MEDICAL TERMINOLOGY

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. \$699

Jan 13-Mar 3	F	6 pm-9 pm	ONLINE	CEMPR 524 05I
Jan 17-Apr 10	MW	6 pm-8 pm	AIRPT	CEMPR 524 09I
Feb 10-Apr 7	F	6 pm-9 pm	ONLINE	CEMPR 524 06I
Mar 21-Jun 8	TTh	2 pm-4 pm	HARBN	CEMPR 524 07I
Apr 21-Jun 16	F	6 pm-9 pm	ONLINE	CEMPR 524 08I

ANIMAL CARE

VETERINARY ASSISTANT CERTIFICATE

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. \$899

Jan 31-Mar 10	TTh	6 pm-9 pm	HARBN	CEANC 508 42
Apr 4-May 12	TTh	6 pm-9 pm	HARBN	CEANC 508 43

SCHOOL OF HEALTH CARE

CLINICAL MASSAGE THERAPIST 🕒 🚩

Employment for massage therapists is expected to grow 20% in the next few years. Plan ahead, and call 803.732.5218 to discuss our 10-month program.

EVENING CLASSES START IN JANUARY 2023.



CAREER SPOTLIGHT



PATIENT CARE TECHNICIAN 🕒

Students who complete this course of study will be able to work in a variety of health care settings. The program includes successful completion of Certified Nurse Assistant (CNA), Phlebotomy, and EKG classes. Medical Terminology is a prerequisite for EKG Technician.

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	\$1295
Medical Terminology	48	\$699
Phlebotomy Technician	75	\$1195
EKG Technician	165	\$1595
Total: 400 hrs		\$4,784

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

Midlands Technical College offers the certification exam through the National Healthcareer Association (NHA). The test will be given on the Harbison Campus and the cost is \$160.

For more information on how to schedule this exam, contact us at 803.732.5337.

SCHOOL OF HEALTH CARE

CLINICAL MASSAGE THERAPIST

CLINICAL MASSAGE THERAPY

Clinical Massage Therapy can take you into the world of healthcare and beyond. Sports medicine, chiropractic, neonatal, geriatrics and health spas have demand for these skills. Offered day and night, this 10-month classroom and clinical program prepares you to sit for the national certification exam and licensure in South Carolina. Major curriculum: anatomy and physiology; clinical massage theory and practice; allied modalities; statutes and history of massage; business practice, ethics, pathology, and CPR. Admission requirements: a high school diploma/GED, or a college degree; complete student health form and current SLED background check required. You must be able to perform physical tasks. Program qualifies for veteran benefits. Acceptance into this program is contingent on an interview with the Program Coordinator, Jamel Morant. Call 803.732.5218 to set up an appointment. \$7995

Jan 9-Oct 16 MTWTh 5:30 pm-9:30 pm HARBN CECMT 501 30

MEDICAL INFORMATION MANAGEMENT

MEDICAL BILLING

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisite: Medical Terminology and Medical Coding with a grade of "C" or better. \$799

Jan 24-Mar 25 T 6 pm-9 pm AIRPT CEMIM 510 501

PERSONAL TRAINER

PERSONAL TRAINER CERTIFICATION

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in virtual lectures from 9am-1pm each Saturday. The topics included are biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. The face to face afternoon portion is from 1-4pm at a local gym. Reading and studying outside of class is imperative for successful class completion and passing the national certificate exam give on last day of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. See the materials list for details regarding the textbook. \$849

Feb 11-Mar 25 S 9 am-12 pm VIRTUALCEPYT 600 33
1 pm-4 pm CEOFS

ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

CERTIFIED NURSING ASSISTANT, EKG, PHLEBOTOMY, AND PATIENT CARE TECHNICIAN STUDENTS:

Students must complete a criminal background check, drug screening, and provide immunization information* through Wolfe, Inc at a cost of \$122. This must be completed before the first day of class. Students who have not completed all clinical requirements will be unable to attend clinicals and receive an F for the course.

*Immunization proof is required for: Covid-19 (booster included if eligible), Hepatitis B, MMR, Varicella, and Tetanus (Tdap within the last 10 years). Negative Quantiferon blood test also required. (Flu vaccination is required if clinical hours are completed between October and March.)

UNIFORM POLICY:

- > All CNA, EKG, and Phlebotomy students must wear gray scrubs and white closed-toe shoes to all classes and clinicals.
- > All Phlebotomy students must also wear a lab jacket to class
- > All EMT students must wear black khaki pants, black polo shirt, black shoes, and black belt.



GET CONNECTED

to the best corporate training
and consulting resources.

Whether you want to enhance the skills
of one employee or revamp your entire workforce,
MTC'S BUSINESS SOLUTIONS TEAM
can help you identify and implement the right solutions.

Contact us today.
MIDLANDSTECH.EDU | 803.691.3907
corporatetraining@midlandstech.edu

Share your Expertise

ADJUNCT PROFESSORS WANTED

MULTIPLE PROGRAM AREAS

MTC is seeking subject-matter experts to serve as adjunct professors in the following areas:

IT / STEM:

Full-Stack Web Developer | Database Analyst | Desktop and Server Administrator

HEALTH CARE:

Phlebotomy | Medical Coding | Paramedic

BUSINESS:

Accounting and Payroll Specialist | Office Administrative Specialist | Business Analyst

ADVANCED MANUFACTURING AND SKILLED TRADES:

HVAC | Small Engine Repair | Residential Construction | Residential Plumbing

Heavy Equipment Operation | Industrial Electrical Maintenance | Welding

If you have practical expertise and a desire to teach, please send an email with your qualifications to cce@midlandstech.edu.

Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.

Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions; including but not limited to lactation.

COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU/schools

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

Within this school, you'll find training programs and courses in areas such as:

CDL
Construction
Drone Certification
Forklift

HVAC
Industrial Electrical Maintenance
Industrial Mechanical Maintenance
Machinist/CNC Operator
Manufacturing

Motorcycle
Plumbing
Safety and Environmental
Welding

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.



Learn more at MIDLANDSTECH.EDU/schools

CONSTRUCTION

Books can be purchased at the Airport Campus bookstore.

CAREER SPOTLIGHT

RESIDENTIAL CONSTRUCTION SITE MANAGER 🕒

REQUIREMENTS	HOURS	COST
Residential Building Codes	24	\$299
Residential Building, Site Preparation, and Foundations	24	\$299
Residential Building, Framing, and Finishing	24	\$299
General Construction Safety	15	\$249
Print Reading for Construction	30	\$399
Residential Contractor Business and Law	15	\$249
Residential Plumbing for Home Builders	24	\$349

Total: 156 hrs \$2,143



If you have at least one year of experience in the construction industry, you can prepare to take the South Carolina Residential Contractor Exam by completing the Building Construction Manager Program. Passing the exam is required for the SC Residential Contractor License. Based on industry experience, earn \$20 - \$40 per hour as an inspector, Job Foreman or Construction Site Manager, or go into business for yourself as a Residential Contractor.

PRINT READING FOR CONSTRUCTION

Learn the basics of reading construction blueprints. Emphasis is placed on architectural and structural plans. Learn the symbols, terminology, and abbreviations associated with reading construction plans. \$529

Apr 17-May 26 MF 6 pm-9 pm AIRPT CECLR 553 04

RESIDENTIAL BUILDING CODES

This class explains the SC Residential Codes Manual, focusing on areas that building contractors need to know to pass the SC Residential Builder exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to ensure work is being performed correctly. \$399

Mar 14-Apr 13 TTh 6 pm-9 pm AIRPT CECLR 554 04I

RESIDENTIAL BUILDING FRAMING AND FINISHING

Learn to frame floors, walls, ceilings, and roofs; build stairs; install roof coverings, siding, windows, doors, interior wall coverings, cabinets, and trim through classroom instruction and hands-on lab demonstration. Emphasis is placed on approved building methods and estimating procedures. \$469

Feb 7-Mar 9 TTh 6 pm-9 pm AIRPT CECLR 555 04I

RESIDENTIAL BUILDING SITE AND FOUNDATION PREPARATION

Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations through classroom presentations and lab demonstrations. Emphasis is placed on approved building methods and estimating procedures. \$429

Jan 3-Feb 2 TTh 6 pm-9 pm AIRPT CECLR 556 04I

RESIDENTIAL CONTRACTOR BUSINESS AND LAW

This course helps prepare you for the Business and Law portion of the SC Residential Builder Exam. This class will also help construction managers, home inspectors, and individuals building their own home to understand the legal and management aspect of construction. \$299

Apr 18-May 4 TTh 6 pm-9 pm AIRPT CECLR 557 04I

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

CONSTRUCTION

RESIDENTIAL PLUMBING FOR HOME BUILDERS

Learn the basics of residential plumbing to ensure proper oversight of plumbing installation on the construction site. Emphasis will be placed on identification and proper usage of plumbing materials and tools; proper installation of faucets, fixtures and valves; understanding of a drain-waste-vent system. \$349

Mar 13-Apr 7 MF 6 pm-9 pm AIRPT CECLR 559 04

FORKLIFT OPERATOR

FORKLIFT TRAINING

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. Students must be 18 years of age. Valid Driver's License required. \$199

Jan 14	S	8 am-5 pm	AIRPT	CEHEQ 501 50
Jan 28	S	8 am-5 pm	AIRPT	CEHEQ 501 51
Feb 11	S	8 am-5 pm	AIRPT	CEHEQ 501 52
Feb 25	S	8 am-5 pm	AIRPT	CEHEQ 501 53
Mar 11	S	8 am-5 pm	AIRPT	CEHEQ 501 54
Mar 25	S	8 am-5 pm	AIRPT	CEHEQ 501 55
Apr 22	S	8 am-5 pm	AIRPT	CEHEQ 501 56



INDUSTRIAL ELECTRICAL

BASIC ELECTRONICS

Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-insulators, solid-state device construction, diode rectifier circuits, transistor theory of operation, and switch and amplifier applications. \$849

Apr 25-May 25 MTTh 1 pm-4 pm AIRPT CEEEM 600 11

ELECTRICAL FUNDAMENTALS III

Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase Wye and Delta transformer connections, DC generators, DC motors, three-phase alternators, and single and three-phase AC motors. \$849

Jan 3-Feb 6 MTTh 1 pm-4 pm AIRPT CEEEM 597 11

ELECTRICAL MOTOR CONTROLS

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads, wiring practices, and motor circuit protection principles, all of which are related to industry and motor control. You will physically connect three-phase motors and control circuits as part of this course. \$899

Mar 13-Apr 17 MTTh 1 pm-4 pm AIRPT CEEEM 599 11

ELECTRICAL PRINT READING

Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading, circuit and electrical symbols knowledge. Prerequisites: Electrical Fundamentals I, II or skills assessment completion. \$349

Feb 27-Mar 9 MTTh 1 pm-4 pm AIRPT CEEEM 598 10

GENERAL ELECTRICAL SAFETY

You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. \$299

Feb 9-Feb 21 MTTh 1 pm-4 pm AIRPT CEEEM 594 10

PROGRAMMABLE LOGIC CONTROLLERS

Study theory of operation, programming, installation, and standard wiring practices using All Bradley MicroLogix processors and Logix 500 software. You will learn basic ladder programming principles using bit, timer, and counter instructions. Prerequisites: Industrial Sensors and Basic Electronics or skills assessment completion. \$949

Mar 20-Apr 26 MTTh 6 pm-9 pm AIRPT CEEEM 602 10

VARIABLE FREQUENCY DRIVES

Study theory of operation, programming, installation and standard wiring practices. You will work with both the AutomationDirect GS-1 and Allen Bradley Powerflex 40 VFDs. Prerequisites: Industrial Sensors, Basic Electronics, and Electrical Motor Controls or skills assessment completion. \$949

Feb 2-Mar 9 MTTh 6 pm-9 pm AIRPT CEEEM 601 09

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

HVAC ⌚

AIR FLOW DESIGN, MEASUREMENT AND DIAGNOSTICS

This is an entry level course covering the air flow, duct design, and diagnostics of an air conditioning system. After completion of this course a student should have a basic understanding of how to measure air flow, design duct work, and diagnose common air flow problems with air conditioning. \$899

Mar 21-Apr 11 MTW 6 pm-9 pm AIRPT CEHVA 533 16

BRAZING FOR HVAC

Brazing is used to connect copper refrigerant tubing to equipment when installing or repairing an HVAC system. Using an oxyacetylene torch, brazing is one of the best methods of making leak-proof connections. This course will teach students how to properly setup an oxyacetylene torch, prepare tubing for brazing, and how to properly melt the brazing rod to the tubing. \$399

Apr 19-Apr 26 MTW 6 pm-9 pm AIRPT CEHVA 537 03

EPA 608 CERTIFICATION PREP

Attend test prep and review sessions before taking the Certification Exam on the final day of the course. \$399

Apr 12-Apr 18 MTW 6 pm-9 pm AIRPT CEHVA 534 08

CAREER SPOTLIGHT

HVAC ENTRY LEVEL TECHNICIAN ⌚

This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and air flow design. These classes prepare the student for entry level work with residential HVAC contractors.

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostics	30	\$899
EPA 608 Prep and Certification	9	\$285
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389
Total: 141 hrs		\$4,270



THE HEAT IS ON

HVAC TECHNICIANS ARE IN-DEMAND

- > Prepare for entry-level jobs with residential HVAC contractors
- > Take classes 2 - 3 nights a week from 6 - 9 p.m.
- > Finish in as few as 5 - 6 months

DOES YOUR BUSINESS NEED HVAC APPRENTICES?

Grant funding is available to help with your training costs.
Contact MTC Business Solutions at 803.691.3907 to learn more.

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

HVAC

HVAC ELECTRICAL OPERATION AND DIAGNOSTICS

This is an entry level course covering the electrical circuits for an HVAC system. It will cover the operation of the unit as well as troubleshooting as they relate to the electrical components of the system. \$899

Jan 9-Jan 31 MTW 6 pm-9 pm AIRPT CEHVA 530 15

HVAC REFRIGERATION CYCLE OPERATION AND DIAGNOSTICS

This is an entry level course covering the refrigeration cycle for an HVAC system. It will cover the major components of the system, the operation and troubleshooting of the refrigeration cycle. \$899

Feb 1-Feb 22 MTW 6 pm-9 pm AIRPT CEHVA 531 16

HEAT PUMP OPERATIONS AND DIAGNOSTICS

This is an entry level course covering the function of a heat pump, its refrigeration cycle, and electrical component operation. A working knowledge of basic HVAC is recommended for this course or prior completion of the HVAC electrical and refrigeration courses. \$899

Feb 27-Mar 20 MTW 6 pm-9 pm AIRPT CEHVA 532 16

TRANSPORTATION AND LOGISTICS

FREIGHT BROKER AGENT TRAINING

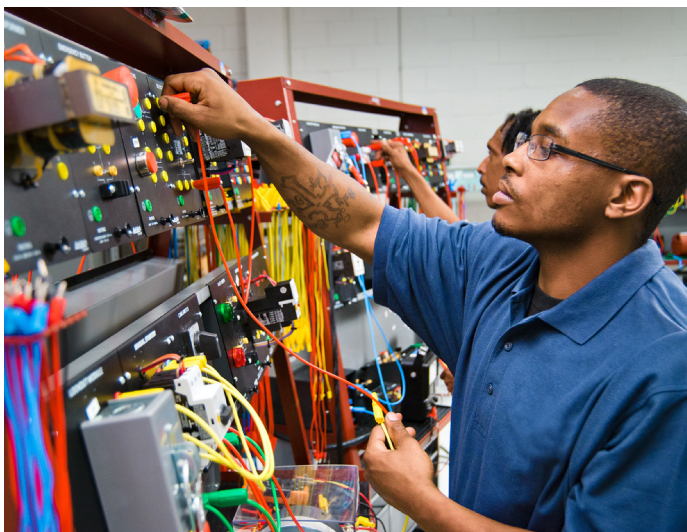
The Freight Broker/Agent Training course provides you with the comprehensive training needed to gain valuable knowledge for building a successful freight brokerage or freight brokerage agency. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more, it will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. \$1995

Jan 15 – Jun 15 ONLINE CEGAT-688

Feb 15 – Jul 15 ONLINE CEGAT-688

Mar 15 – Aug 15 ONLINE CEGAT-688

April 15 – Sep 15 ONLINE CEGAT-688



INDUSTRIAL MECHANICAL MAINTENANCE

BASIC INTRODUCTION TO TORCH CUTTING

In this 20 hour course, students will be introduced to the proper start up and shutdown procedures for an oxygen and acetylene torch cutting rig, learn safety practices, layout and proper cutting techniques. \$349

Jan 23-Jan 30 MTWTh 8 am-12 pm AIRPT CEIMT 804 02

BASIC MECHANICAL COMPONENTS

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Hand and Power Tools is a prerequisite for this course. \$1399

Feb 6-Mar 9 MTWTh 8 am-12 pm AIRPT CEIMT 693 17

BEARINGS AND LUBRICATION

Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow-block, and take-up bearings. It also explains bearing materials and bearing designations. Basic Mechanical Components is a prerequisite for this course. \$999

Mar 15-Apr 6 MTWTh 8 am-12 pm AIRPT CEIMT 694 20

GEARBOXES

This course identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. It shows wear patterns and proper backlash and adjustment. Bearings and Lubrication is a prerequisite for this course. \$399

Apr 11-Apr 18 MTWTh 8 am-12 pm AIRPT CEIMT 695 18

VALVES AND PIPING

This course covers the selection, preparation, joining, and support of copper, plastic, and steel piping and fittings. The course provides instructions for cutting, threading, and joining ferrous piping. Introduces chemical, compressed air, fuel oil, steam and water systems, and explains how to identify piping systems according to color codes. Prerequisite: Gearboxes. \$699

Apr 24-May 9 MTWTh 8 am-12 pm AIRPT CEIMT 698 15

SHARE YOUR EXPERTISE

Adjunct professors needed for several manufacturing and skilled trades programs.
See details on page 18.

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS 🕒 🚩

When a billion-dollar operation suddenly goes down... the advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking. This is an ideal time for successful students in this program to find high-paying jobs.



INDUSTRIAL MECHANICAL MAINTENANCE COURSES

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$399
Applied Math	44	\$849
Precision Measuring	20	\$399
Blueprint Reading	72	\$1299
Fasteners and Anchors	12	\$249
Hand and Power Tools	44	\$849
Basic Introduction to Torch Cutting	20	\$349
Basic Mechanical Components	80	\$1399
Bearings and Lubrication	56	\$999
Gearboxes	20	\$399
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1349
Hydraulics and Pneumatics	72	\$1249
Total: 616 hrs		\$11,186

INDUSTRIAL ELECTRICAL MAINTENANCE COURSES

COURSES	HOURS	COST
Basic Math for Electricians	12	\$249
Electrical Fundamentals I	48	\$949
Electrical Fundamentals II	42	\$849
Electrical Fundamentals III	42	\$849
General Electrical Safety	16	\$299
Electrical Print Reading	18	\$349
Electrical Motor Controls	48	\$899
Basic Electronics	42	\$849
Industrial Sensor Technology	44	\$849
Variable Frequency Drives	48	\$949
Programmable Logic Controllers	51	\$949
Troubleshooting	48	\$949
Total: 459 hrs		\$8,988

Classes should be taken in the order they are listed.
*Books included in all course costs.

FLY ON

Drone Certification Test Prep

Become a drone pilot as a new career pathway or to advance your current profession. Gain a working knowledge of drone aircraft components and systems as you prepare for the FAA Part 107 exam to earn your commercial UAV federal regulated license.

View course offerings at MIDLANDSTECH.EDU/schools



SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

TRUCK DRIVER/CDL

TRUCK DRIVER TRAINING CDL CLASS A

This 160-hour training program has been inspected, approved and licensed by the SC Department of Motor Vehicles (DMV). You must be 18 years or older and possess an SC driver's license and have at least the past one consecutive year of driving experience. The first week will primarily be classroom instruction on content important to know as a truck driver. The remaining weeks will be mostly out in the truck learning specific skills and gaining driving experience to prepare you to take the CDL test at the local DMV. Prerequisites: You must have a beginner's CDL permit before the first day of class, plus a pre-screening process that includes a 10-year driving record, and a DOT Drug Screen and DOT physical. These items will

be submitted ahead of time to gain approval to enroll in the class. Please contact Ancora Education for more information at 866.937.1850; or go directly to the registration website to start the process at www.ancoraeducation.com/ancora-corporate-training/midlands-technical-college. \$4750

Jan 3-Jan 26	MTWThF	7 am-5:50 pm	AIRPT	CECDL 515 36
Jan 7-Feb 26	SSu	7 am-5:30 pm	AIRPT	CECDL 515 37
Jan 30-Feb 23	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 38
Feb 27-Mar 23	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 39
Mar 4-Apr 23	SSu	7 am-5:30 pm	AIRPT	CECDL 515 40
Mar 27-Apr 20	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 41
Apr 24-May 18	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 42
Apr 29-Jun 18	SSu	7 am-5:30 pm	AIRPT	CECDL 515 43



VIRTUAL TOURS

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School of ADVANCED MANUFACTURING
AND SKILLED TRADES

School of BUSINESS

School of EDUCATION AND PUBLIC SERVICE

School of ENGLISH AND HUMANITIES

School of HEALTH CARE

School of SCIENCE, INFORMATION TECHNOLOGY,
ENGINEERING, AND MATH (STEM)

School of SOCIAL AND BEHAVIORAL SCIENCES

School of INTERDISCIPLINARY STUDIES

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

MANUFACTURING ☎ 🇺🇸

FUNDAMENTALS OF CNC OPERATOR/ PROGRAMMER TRAINING

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and feed calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. \$899

Jan 10-Feb 28	TWTh	1 pm-4 pm	NEAST	CEMFG 572 74
Jan 10-Feb 28	TWTh	5 pm-8 pm	NEAST	CEMFG 572 75

PRINCIPLES OF CNC PROGRAMMING

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. \$999

Mar 8-May 3	TWTh	1 pm-4 pm	NEAST	CEMFG 571 71
Mar 8-Apr 27	TWTh	5 pm-9 pm	NEAST	CEMFG 571 72

SMALL ENGINE MECHANIC ☎ 🇺🇸

SMALL ENGINE MECHANIC

Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See www.midlandstech.edu for required tools. Lots of hands-on learning/training. \$499

Jan 11-Mar 6	MW	9 am-12 pm	AIRPT	CESME 506 44
Jan 11-Mar 6	MW	6 pm-9 pm	AIRPT	CESME 506 45
Mar 15-May 3	MW	9 am-12 pm	AIRPT	CESME 506 46
Mar 15-May 3	MW	6 pm-9 pm	AIRPT	CESME 506 47

CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR ☎ 🇺🇸

Do you have what it takes?

Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator. Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from \$15-\$22 per hour with proficient CNC programmers making from \$50,000-\$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.



COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$599
Introduction to Mills	\$599
Introduction to Lathes	\$599
Fundamentals of CNC Operator/Programmer Training	\$899
Principles of CNC Programming	\$999
Mastering CNC Programming	\$849
Total: \$4,544	

Classes fill quickly.

Plan now for this 10-month CNC certificate training program that begins in August and November.

Note: Classes must be taken in the order listed.



PLUMBING PROGRAM

Take your first step toward becoming a Journeyman Plumber

- > Prepare for entry-level jobs in the plumbing industry
- > Designed in cooperation with local residential and commercial plumbers to meet industry needs
 - > Hands-on and classroom learning
 - > Complete program in just 6 to 8 months

DOES YOUR BUSINESS NEED PLUMBING APPRENTICES?

Grant funding is available to help with your training costs.
Contact MTC Business Solutions at 803.691.3907 to learn more.

PLUMBING

INTRODUCTION TO PLUMBING

This course will introduce you to the history of plumbing, career options in the field, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. \$499

Jan 3 - Jan 12 TWTH 6 PM - 9 PM AIRPT CEPLU-540

PLUMBING MATH AND PRINT READING

This course will introduce you to plumbing as a career, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. The course will wrap up with plumbing-specific customer service training. \$939

Jan 17 - Feb 16 TWTH 6 PM - 9 PM AIRPT CEPLU-(TBD)

PIPES AND FITTINGS

This course will cover the proper uses and applications of plastic, copper, cast-iron, and steel pipes as well as the installation of the correct fittings for those materials. \$999

Feb 21 - Mar 14 TWTH 6 PM - 9 PM AIRPT CEPLU-541

VALVES, FIXTURES, AND HOT WATER

This course will cover the proper application and installation of valves and fixtures as well as the installation and troubleshooting of electric, gas, and on-demand water heaters. \$999

Mar 15 - Apr 11 TWTH 6 PM - 9 PM AIRPT CEPLU-542

INTRODUCTION TO DRAIN-WASTE-VENT AND WATER DIST. SYSTEMS

This course will provide an introduction to components, installation, and troubleshooting of drain-waste-vent systems and water distribution systems. \$439

Apr 12 - Apr 26 TWTH 6 PM - 9 PM AIRPT CEPLU-543

CAREER SPOTLIGHT

PLUMBING PROGRAM

In 6-8 months, students will gain the skills to help plumbers install, maintain, and repair plumbing systems. This program was designed in cooperation with local residential and commercial plumbers to ensure the training covered meets industry needs.

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	\$899
Plumbing Math and Print Reading	45	\$939
Pipes and Fittings	48	\$1099
Valves, Fixtures, and Hot Water Tanks	45	\$1099
Introduction to Drain-Waste-Vent and Water Distribution Systems	18	\$239
Total: 189 hrs		\$4,275

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

WELDING ☺

BASIC STICK WELDING

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 9-Mar 13	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 171
Jan 9-Mar 13	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 231
Jan 9-Mar 13	MTWTh	6 pm-9:20 am	AIRPT	CEWLD 883 291
Mar 14-May 15	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 331
Mar 14-May 15	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 341
Mar 14-May 15	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 351

ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 9-Mar 13	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 201
Jan 9-Mar 13	MTWThF	1 pm-4:20 pm	AIRPT	CEWLD 890 241
Jan 9-Mar 13	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 281
Mar 14-May 15	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 291
Mar 14-May 15	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 301
Mar 14-May 15	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 311

STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. \$1999

Jan 9-Mar 13	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 201
Jan 9-Mar 13	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 241
Jan 9-Mar 13	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 281
Mar 14-May 15	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 291
Mar 14-May 15	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 301
Mar 14-May 15	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 311

MIG WELDING

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. \$1699

Jan 10-Mar 14	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 251
Jan 10-Mar 14	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 291
Jan 10-Mar 14	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 331
Mar 15-May 16	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 351
Mar 15-May 16	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 361
Mar 15-May 16	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 371

FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. \$1699

Jan 10-Mar 14	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 221
Jan 10-Mar 14	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 261
Jan 10-Mar 14	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 301
Mar 15-May 16	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 321
Mar 15-May 16	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 331
Mar 15-May 16	MTWTh	6 pm-9 pm	AIRPT	CEWLD 889 341

TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. \$1799

Jan 11-Mar 15	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 201
Jan 11-Mar 15	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 241
Jan 11-Mar 15	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 281
Mar 16-May 17	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 291
Mar 16-May 17	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 301
Mar 16-May 17	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 311

TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way". \$2199

Jan 11-Mar 15	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 201
Jan 11-Mar 15	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 241
Jan 11-Mar 15	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 281
Mar 16-May 17	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 291
Mar 16-May 17	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 301
Mar 16-May 17	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 311



Welders are in demand in the Midlands and can make a competitive salary.

ENTRY LEVEL WELDER
ANNUAL SALARY IN COLUMBIA

\$30,000

CERTIFIED | COMBINATION WELDER
ANNUAL SALARY IN COLUMBIA

\$60,000

WELDING SUPERVISOR | FOREMAN
ANNUAL SALARY IN COLUMBIA

\$85,000



TOM PAPA

FRIDAY, JANUARY 20, 2023 | 7:30 PM

WORLD OF MUSICALS

SUNDAY, JANUARY 29, 2023 | 3:30 PM

PATRICK DAVIS & HIS MIDNIGHT CHOIR

FRIDAY, FEBRUARY 24, 2023 | 7:30 PM

GENTRI: THE GENTLEMAN TRIO

SATURDAY, APRIL 1, 2023 | 7:30 PM



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SCHOOL OF BUSINESS

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Project Management
Small Business and Entrepreneur
Supervisory and Leadership

Many courses are available online.
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Learn more at MIDLANDSTECH.EDU/schools

BUSINESS ANALYST

BUSINESS ANALYSIS: THE ANALYST'S ROLE DURING THE SOFTWARE DEVELOPMENT LIFE CYCLE (SDLC)

Learn tools and techniques to write non-ambiguous functional requirements and understand the business analyst role in waterfall and agile environments. Understand how to develop the "right" requirements to build the "right" product with optimal value for the customer. Learn the "right" questions to interview end-users, and facilitate requirement workshops using root cause analysis and techniques to discover functional and non-functional requirements. Learn acceptance criteria for requirements based on customer expectations. Develop business analysis documentation (business analysis plan, a business requirement specification document, a requirement traceability matrix, and context diagrams) to demonstrate the wealth of knowledge of the Business Analyst's role in each phase of the SDLC on a project. Course objectives aligned with the IIBA objectives. \$1959

Feb 20-Mar 2 MTWTh 6 pm-9:45 pm NEAST CEBAA 500 74

BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS

Learn tools and techniques to understand the scope of work on a project and determine which parts of business use cases can be automated. Learn to identify business events that take place within an organization to model the business event by writing use cases. Learn to identify detailed process steps and system interactions. Learn the difference between business and product use cases. Write different types of use cases and the required elements for each using business requirements documentation. Facilitate, collaborate, and communicate your understanding of stakeholder requirements for verification and validation. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC). Course objectives aligned with the IIBA objectives. \$1959

Mar 13-Mar 23 MTWTh 6 pm-9:45 pm NEAST CEBAA 501 72

BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING

Learn the different phases of the Software Testing Life Cycle. Learn to write detailed test plans and test cases to test the requirements and use cases. Learn to develop pre and post conditions, enter and exit criteria, and identify testing environments required for each phase of testing. Learn to write test reports for tracking defeats using the IEEE standard for software testing and their associated testing templates. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives aligned with the IIBA objectives. \$1959

Apr 3-Apr 13 MTWTh 6 pm-9:45 pm NEAST CEBAA 502 71

CAREER SPOTLIGHT

BUSINESS ANALYST

In this program, you will learn about the role and required skills of the business analyst as it relates to the Software Development Life Cycle (SDLC). Completion of this certificate will indicate to an existing or prospective employer that you understand the role of the business analyst during the SDLC, how you develop cases into detailed business requirements, and how to implement different testing techniques that accompany the SDLC to verify a successful client project installation. Prerequisite: You should have at minimum an associate degree or two years of experience in a particular field to enter this program. To earn this certificate, you must successfully complete the below courses within a two-year period.

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	\$1959
Business Analysis: Use Cases to Functional Requirements	30	\$1959
Business Analysis: In-Depth Software Testing	30	\$1959
Agile Fundamentals	18	\$699
Total: 108 hrs		\$6,576

SCHOOL OF BUSINESS

FINANCE AND ACCOUNTING

BUSINESS MATH

Develop an understanding of the fundamentals of everyday math - the kind used most frequently in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. \$199

Jan 2-Jan 13 ONLINE CEFIN 512 331
Jan 3-Jan 5 TTh 6 pm-10 pm NEAST CEFIN 512 88

ACCOUNTING ESSENTIALS

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. You will gain an understanding of key financial and operational measures. \$699

Jan 10-Mar 23 TTh 6 pm-9 pm NEAST CEOFF 623 52
Jan 16-Mar 31 ONLINE CEOFF 623 121

PAYROLL PREPARATION ESSENTIALS

This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. Prerequisite: Accounting Essentials or equivalent knowledge of basic accounting principles. \$199

Apr 3-Apr 7 ONLINE CEOFF 624 121
Apr 4-Apr 6 TTh 6 pm-9 pm NEAST CEOFF 624 51

QUICKBOOKS

This course is an introduction to the desktop version of QuickBooks. Students will learn to set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. \$499

Apr 10-Apr 26 ONLINE CEOFF 638 071
Apr 11-Apr 20 TWTh 6 pm-9 pm NEAST CEOFF 638 65

CAREER SPOTLIGHT

ACCOUNTING AND PAYROLL SPECIALIST

This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the Intuit QuickBooks certification as well as the National Bookkeeper Association's Bookkeeper Certification. The successful completion of this program will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a two-year period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.

REQUIREMENTS	HOURS	COST
Business Math	8	\$199
Accounting Essentials	66	\$699
Payroll Preparation Essentials	6	\$199
QuickBooks	18	\$499
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299

Total: 152 hrs \$2,991

GRADUATE SPOTLIGHT



MISHA PERRY

"The Business Analysis Training Program with Midlands Technical College changed my life.

Upon completing the program, I took a leap of faith and applied for a temporary Business Analysis job. I took on the job full force and worked extremely hard; my efforts landed me a full-time position with the company after only six months of working as a contractor.

"I am applying everything I was taught about Business Analysis and it is helping me be successful on my project teams. Everyone is amazed about my Business Analysis training and asks me so many questions about the Midlands Tech Business Analysis program.

"After years of uncertainty in career aspirations, and facing negative experiences in the workforce, the training I received from Midlands Technical College awarded me the opportunity to obtain my dream job and cultivate my true career passion."

PROJECT MANAGER 📅 🚩

AGILE FUNDAMENTALS

The Agile Fundamentals course will provide you with the Agile values and principles to incorporate Agile methodologies into your organization. To be successful delivering software using Agile methods, you must have a strong and stable agile mindset. The Agile Fundamentals course will focus on "being" Agile before "doing" Agile. The course will provide a common foundation for making decisions about the best way to develop software using agile values and principles and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)®. Prerequisites: Familiarity with the software development life cycle (SDLC). \$699

Jan 23-Jan 31	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 60
Mar 27-Apr 4	MTW	6 pm-9 pm	VIRTUAL CEPMG 573 04
Apr 17-Apr 25	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 61

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussion, and hands-on exercises. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI). \$3495

Mar 6-Jun 1	MTh	6 pm-9 pm	NEAST CEPMG 569 66
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SUPERVISORY AND LEADERSHIP**ACCEPTING PERSONAL ACCOUNTABILITY**

What would your organization be like if no one ever asked, "Whose fault is it?" What if we could let go of the "blame game" and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. \$125

Mar 21	T	1:30 pm-4:30 pm	NEAST CELSD 519 81
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COACHING: ENHANCING PERFORMANCE

Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. \$125

Apr 25	T	1:30 pm-4:30 pm	NEAST CELSD 660 70
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CONFLICT RESOLUTION

Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. \$125

Apr 18	T	1:30 pm-4:30 pm	NEAST CELSD 613 71
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CORE LEADERSHIP SKILLS

Describe the characteristics of a leader; differentiate between leadership and management; develop a vision; use tactics that enable followers to work to achieve the vision; list ways that leaders lead by example; encourage others by providing appropriate feedback. \$125

Feb 7	T	1:30 pm-4:30 pm	NEAST CELSD 540 82
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ITIL FOUNDATION

ITIL provides a systematic approach for IT service management using ITIL's best practices and components for delivering IT services to customers. This course is outlined to teach ITIL's Foundational principles and dimensions for managing the many services various IT organizations deliver. ITIL Foundation is a global standard for IT service management. It provides IT leaders, practitioners, and support staff with a practical understanding of the key concepts of ITIL. This course prepares the student to take the ITIL 4 Foundation certification exam. Familiarity with information technology terminology and/or IT related work experience is recommended. \$1595

Jan 9-Jan 18	MTWTh	6pm-9pm	HARBN CEPMG 547 60
Mar 1-Mar 2	WTh	9 am-4 pm	NEAST CEPMG 575 01
Mar 20-Mar 23	MTWTh	6 pm-9 pm	HARBN CEPMG 575 50
Apr 10-Apr 13	MTWTh	6 pm-9 pm	HARBN CEPMG 575 51

SUPERVISORY AND LEADERSHIP**EFFECTIVE DELEGATION**

Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow-up. \$125

Jan 17	T	1:30 pm-4:30 pm	NEAST CELSD 698 76
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ESSENTIAL COMMUNICATION SKILLS

You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively. \$125

Apr 11	T	1:30 pm-4:30 pm	NEAST CELSD 571 82
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GETTING THINGS DONE UNDER PRESSURE

Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. \$125

Mar 14	T	1:30 pm-4:30 pm	NEAST CELSD 580 90
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INTRODUCTION TO SUPERVISION: ROLES AND RESPONSIBILITIES

Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role. \$125

Feb 21	T	1:30 pm-4:30 pm	NEAST CELSD 555 80
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PRODUCTIVE PARTNERSHIPS

It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. \$125

Jan 24	T	1:30 pm-4:30 pm	NEAST CELSD 697 76
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SCHOOL OF BUSINESS

SUPERVISORY AND LEADERSHIP

THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$125

Jan 10 T 1:30 pm-4:30 pm NEAST CELSD 577 76

UNDERSTANDING PERSONALITY TYPES

Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. \$125

Feb 28 T 1:30 pm-4:30 pm NEAST CELSD 517 81

UNDERSTANDING YOUR COMMUNICATION STYLE

Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. \$125

Apr 4 T 1:30 pm-4:30 pm NEAST CELSD 535 82

VALUING DIVERSITY

The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity. \$125

Jan 31 T 1:30 pm-4:30 pm NEAST CELSD 699 76

WORKING IN AN ETHICAL MANNER

Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors. \$125

Mar 7 T 1:30 pm-4:30 pm NEAST CELSD 518 55

CUSTOMER SERVICE

BECOMING A CUSTOMER SERVICE STAR

Don't just talk about providing exceptional customer service - make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. \$259

Mar 30 Th 9 am-4 pm NEAST CECUS 523 49

CERTIFICATE IN CUSTOMER SERVICE

Customer service is essential for all businesses and organizations. With the increase of technology, human interaction with customers is critical in retaining customers, serving your audience, or turning inquiries into sales. Increase your skill set and improve your career. Take away extraordinary techniques unique to this class. \$245

Feb 6-Mar 31 ONLINE CEUGC 503

Apr 3-May 26 ONLINE CEUGC 503

DIGITAL MARKETING

PODCASTING

Businesses and hobbyists are turning to podcasting to grow their brand and connect with customers. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear. \$245

Feb 5-Mar 3 ONLINE CEUGC 527

DIGITAL MARKETING CERTIFICATE

A fundamental and advanced introduction to eMarketing: improve email promotions, analyze website traffic, do search engine optimization and online advertising. Relevant for businesses, non-profits, and government agencies. No eMarketing experience necessary. Expert instructors will provide updated information. \$495

Feb 6-Apr 28 ONLINE CEUGC 516

Apr 3-Jun 30 ONLINE CEUGC 516

INTEGRATED MARKETING CERTIFICATE

This program provides an introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. It is relevant for any type of organization, including businesses, companies, non-profits, and government agencies. \$495

Feb 6-Apr 28 ONLINE CEUGC 528

Apr 3-Jun 30 ONLINE CEUGC 528

MASTERING VIDEO MARKETING CERTIFICATE

Video marketing is a hot trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up towards the top of google searches. A strong video tells a story and connects people, and leads to an emotion 'trigger' that plain text cannot do. \$395

Feb 5-Mar 31 ONLINE CEUGC 520

Apr 3-May 26 ONLINE CEUGC 520

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

For businesses, non-profit, government, and other organizations: Learn how Facebook, Twitter, blogging, YouTube, LinkedIn, and more can be used to develop a two-way communication and marketing strategy for your organization. Make a plan to integrate social networks in your workplace with the help of outstanding practitioners. \$495

Feb 5-Apr 28 ONLINE CEUGC 515

Apr 3-Jun 30 ONLINE CEUGC 515

LEGAL

LAW SCHOOL FOR NON LAWYERS

Sponsored by the SC Bar Pro Bono Program, Law School for Non-Lawyers is an eight week program designed to give the public an overview of the South Carolina legal system and insight into common legal problems people face. \$59

Feb 9-Mar 30 Th 6 pm-9 pm NEAST CELAW 510 01

ORGANIZATIONAL PERFORMANCE

LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. \$3995

Jan 30-Mar 3	MTWThF	8 am-4:30 pm	NEAST	CEQUAL 642 561
Feb 1-May 1			ONLINE	CEQUAL 642 571
Mar 1-Jun 1			ONLINE	CEQUAL 642 581
Apr 1-Jul 1			ONLINE	CEQUAL 642 591

LEAN SIX SIGMA YELLOW BELT

The majority of organizations in this country are faced with the need to drive improvements in productivity, quality and customer satisfaction in order to remain competitive. Increasingly, these organizations are choosing Lean Six Sigma as the way to achieve such goals. In this intensive 5-day course, learn how to contribute to and lead Lean Six Sigma improvement teams. Gain a strong knowledge of how to apply the Lean Six Sigma DMAIC methodology with a primary focus on process mapping, lean tools and methods as well as graphical analysis tools. Those achieving Yellow Belt status often later progress to Green Belt status by taking a Lean Six Sigma Yellow Belt to Green Belt transition course. \$1995

Jan 30-Feb 3	MTWThF	8 am-4:30 pm	NEAST	CEQUAL 706 26
Feb 1-May 1			CEOFS	CEQUAL 706 271
Mar 1-Jun 1			CEOFS	CEQUAL 706 281
Apr 1-Jul 1			CEOFS	CEQUAL 706 291

GRANT WRITING

A TO Z GRANT WRITING

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application. \$169

Jan 18-Mar 10	ONLINE	CEETG 555
Feb 15-Apr 7	ONLINE	CEETG 555
Mar 15-May 5	ONLINE	CEETG 555
Apr 12-Jun 2	ONLINE	CEETG 555

SHARE YOUR EXPERTISE

Adjunct professors needed for several business programs. See details on page 18.



SUPERVISORY PROGRAM

NAVIGATE CHALLENGES WITH EASE.

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want.

You'll leave each class session with knowledge and skills you can immediately apply on your job!

SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$399

Jan 10-Feb 7	T	1:30 pm-4:30 pm	NEAST	CELSO 515 76
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SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. \$399

Feb 21-Mar 21	T	1:30 pm-4:30 pm	NEAST	CELSO 511 73
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SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$399

Apr 4-May 2	T	1:30 pm-4:30 pm	NEAST	CELSO 512 70
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SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$399

Course meets in Summer 2023

SUPERVISORY UNIT 4: MANAGING THE PROCESS

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$399

Course meets in Summer 2023

SCHOOL OF BUSINESS

SALES

PROFESSIONAL SALES SKILLS

Learn the entire sales process from beginning to the end including time management, marketing, pipeline management, turning prospects into buyers, providing proper customer service and how to develop a sales plan. \$169

Jan 18-Mar 10	ONLINE	CEETG 581
Feb 15-Apr 7	ONLINE	CEETG 581
Mar 15-May 5	ONLINE	CEETG 581
Apr 12-Jun 2	ONLINE	CEETG 581

ADMINISTRATIVE PROFESSIONALS

ADMINISTRATIVE PROFESSIONALS CONFERENCE

This empowering one-day conference is for everyone who works in an administrative role. Gain essential skills and information to increase your productivity, take on new challenges, and reach your highest potential. \$245 Early Bird (before March 18); \$295 Regular; \$245 Group Discount (when you register 5 or more from your organization at the same time). Visit MIDLANDSTECH.EDU/AdminConference for more details.

Apr 26 W 9 am-4 pm CEOFF CEADM 500 16

INSTRUCTOR SPOTLIGHT



KRISTIN LYNCH

Organizational Performance

Kristin Lynch serves as the lead trainer and consultant for Organizational Performance and has been training and consulting in the areas of quality and productivity improvement for more than 15 years. She

has worked with companies ranging from the Fortune 500 to small private firms of fewer than 10 employees. Her expertise spans various business sectors including services, manufacturing, and governmental organizations.

Kristin's primary focus is teaching organizations the concepts necessary to drive improvements in quality, productivity, and customer satisfaction. She has dealt extensively with cross-functional employee teams in the areas of problem solving and Lean for service and manufacturing. Additionally, Kristin consults and trains in the specific areas of Lean Six Sigma, project management, statistical process control, measurement systems assessment, problem solving, and ISO compliance.

Kristin holds a B.S. in manufacturing systems engineering from Kettering University and an MBA from the Moore School of Business at the University of South Carolina.

WHAT'S YOUR PROCESS *to improve your process?*

MTC's ORGANIZATIONAL PERFORMANCE

training and consulting can help your business reach new levels – improving productivity, increasing profits, and improving customer satisfaction. Companies and organizations of all sizes, in all industries, can benefit.

Our custom consulting and implementation services are tailored to your specific needs.

Plus, some of our most popular training programs include:

- > Lean Six Sigma (Yellow Belt, Green Belt, Black Belt)
- > Design for Six Sigma
- > Statistical Tools
- > Team Problem Solving
- > Quality Systems

On-campus and online options available. Learn more at MIDLANDSTECH.EDU/OrganizationalPerformance

SCHOOL OF BUSINESS

PERSONAL DEVELOPMENT

ESSENTIAL SKILLS (Modules)

The courses below are part of the *Essential Skills Certificate*. They can be taken together or as standalone classes.

CRITICAL THINKING AND PROBLEM SOLVING

Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. \$125

Jan 21	S	1 pm-4 pm	VIRTUAL CECDS 722 97
Feb 9	Th	6 pm-9 pm	VIRTUAL CECDS 722 96
Mar 18	S	1 pm-4 pm	NEAST CECDS 722 99
Mar 27	M	6 pm-9 pm	VIRTUAL CECDS 722 01
Apr 5	W	1 pm-4 pm	NEAST CECDS 722 98

DEALING WITH CONFLICT

Conflict is inevitable; the key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. \$125

Jan 28	S	1 pm-4 pm	VIRTUAL CECDS 724 97
Feb 23	Th	6 pm-9 pm	VIRTUAL CECDS 724 96
Mar 25	S	1 pm-4 pm	NEAST CECDS 724 99
Apr 6	Th	1 pm-4 pm	NEAST CECDS 724 98
Apr 24	M	6 pm-9 pm	VIRTUAL CECDS 724 01

PERSONAL ACCOUNTABILITY AND PROFESSIONALISM

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. \$125

Jan 12	Th	6 pm-9 pm	VIRTUAL CECDS 720 96
Jan 14	S	1 pm-4 pm	VIRTUAL CECDS 720 97
Mar 11	S	1 pm-4 pm	NEAST CECDS 720 99
Mar 13	M	6 pm-9 pm	VIRTUAL CECDS 720 01
Apr 3	M	1 pm-4 pm	NEAST CECDS 720 98

PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST

In almost every job, success depends on working together to achieve shared goals. Your ability to collaborate and learn from others is essential to getting the job done. This course will help you identify the key principles for being a team player and developing trusting relationships. \$125

Jan 19	Th	6 pm-9 pm	VIRTUAL CECDS 721 96
Jan 21	S	9 am-12 pm	VIRTUAL CECDS 721 97
Mar 18	S	9 am-12 pm	NEAST CECDS 721 99
Mar 20	M	6 pm-9 pm	VIRTUAL CECDS 721 01
Apr 5	W	9 am-12 pm	NEAST CECDS 721 98

TAKING CHARGE OF CHANGE

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. \$125

Jan 28	S	9 am-12 pm	VIRTUAL CECDS 723 97
Feb 16	Th	6 pm-9 pm	VIRTUAL CECDS 723 96
Mar 25	S	9 am-12 pm	NEAST CECDS 723 99
Apr 3	M	6 pm-9 pm	VIRTUAL CECDS 723 01
Apr 6	Th	9 am-12 pm	NEAST CECDS 723 98

VERBAL COMMUNICATION SKILLS

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. \$125

Jan 5	Th	6 pm-9 pm	VIRTUAL CECDS 719 96
Jan 14	S	9 am-12 pm	VIRTUAL CECDS 719 97
Mar 6	M	6 pm-9 pm	VIRTUAL CECDS 719 01
Mar 11	S	9 am-12 pm	NEAST CECDS 719 99
Apr 3	M	9 am-12 pm	NEAST CECDS 719 98

ESSENTIAL SKILLS FOR SUCCESS

Save \$155 when you combine all six program modules in one convenient course.

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed. \$595

Jan 5-Feb 23	Th	6 pm-9 pm	VIRTUAL CECDS 763 96
Jan 14-Feb 4	S	9 am-4 pm	VIRTUAL CECDS 763 97
Mar 4-Mar 25	S	9 am-4 pm	NEAST CECDS 763 99
Mar 6-Apr 24	M	6 pm-9 pm	VIRTUAL CECDS 763 01
Apr 3-Apr 6	MTWTh	9 am-4 pm	NEAST CECDS 763 98

ENHANCING YOUR PROFESSIONALISM

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. \$125

Jan 24	T	9 am-12 pm	NEAST CECDS 564 13
Apr 4	T	9 am-12 pm	NEAST CECDS 564 14

SCHOOL OF BUSINESS

HUMAN RESOURCES

EMPLOYEE RELATIONS LAW

The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to Continuing Education credit, your completion of this program may be applied to recertification credit for HR professionals through both SHRM and HRCI. Class meets the second Thursday of each month from March - December. \$749

Mar 9-Dec 14 Th 8 am-12 pm NEAST CEHRS 510 16

SHRM CERTIFICATION REVIEW

The SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success. Built on one singular Body of Competency and Knowledge (SHRM BoCK) the certification is designed to elevate the HR profession around the world. The Exam tests the HR professional's competency and the ability to put that knowledge to work through critical thinking and application. \$1295

Mar 15-May 24 MTW 6-9 pm VIRTUAL CEHRS 534 16

SHRM ESSENTIALS OF HUMAN RESOURCES

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction of behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. \$549

Jan 9-Jan 10 MT 8:30 am-5:30 pm NEAST CEHRS 500 50

EVENT PLANNING

MEETING AND EVENT PLANNING CERTIFICATE

Explore and understand the concepts of event planning and executing a successful event. Whether your interests lie in opening your own event company, planning a wedding, or simply mastering the skills to plan the perfect meeting for work, this program provides you the skill set to understand a variety of aspects planning to include contract negotiations, venue selection, establishing pricing for your services, marketing, and much more. \$899

Jan 18-Feb 27 MW 9 am-12 pm NEAST CEEVT 527 08



Employment Laws: Explained.

2023 EMPLOYEE RELATIONS LAW SERIES

MARCH TO DECEMBER 2023 | 2nd Thursdays | 8 AM – 12 PM | Northeast Campus | \$749 for entire series

This certificate program is designed to provide a comprehensive and practical way to learn about complex employment laws. These laws impact virtually every employment-related decision. Each class is taught by a local attorney who specializes in the subject for the respective month. There are opportunities to dialogue and ask questions plus interact with other professionals.

Series conducted by Ogletree,
Deakins, Nash, Smoak & Stewart, P.C.
in partnership with
Midlands Technical College

Ogletree
Deakins
Employers & Lawyers. Working together.


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TECHNICAL COLLEGE



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Transfer Your Military Expertise into a New Civilian Career

MTC offers nationally recognized certifications and training programs that provide greater employment opportunities for veterans.

TUITION ASSISTANCE

Military tuition assistance is dependent primarily upon your command. All of our programs that are approved for veterans education benefits lead to MTC certificates and/or industry certifications. All participants are awarded CEUs and clock hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

VA VOCATIONAL REHABILITATION

All courses, certifications, and QuickJobs programs must be pre-approved by a VA Vocational Rehabilitation and Employment Counselor. To find out more about this process, please contact your current VA Vocational Rehabilitation Counselor or contact the local VA Regional Office at **803.647.2444** or visit **benefits.va.gov/vocrehab/index.asp**.



**LOOK FOR THIS SYMBOL TO IDENTIFY PROGRAMS
APPROVED FOR VA EDUCATION BENEFITS**

SCHOOL OF ENGLISH AND HUMANITIES

Below are the Training programs in the School of English and Humanities. The majority of the programs in this school are academic degrees, diplomas, and certificates.
Learn more at MIDLANDSTECH.EDU/schools

AUDIO ENGINEER 🕒

PROGRAM SPOTLIGHT

AUDIO ENGINEER 🕒

Are microphones, mixing consoles, compressors, EQ's reverbs, and power amps music to your ears? Then this may be the program for you.

Over nine months, you will learn from experienced instructors in a real studio to get a comprehensive perspective of audio engineering.

Classes can be taken in any order except Studio I, II, and III. A compressed version of this program is offered each spring with weekend options. Weekday options are offered each fall.

The following Audio Engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910.

AUDIO ENGINEERING, INTRODUCTION

Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ's reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. \$449

Jan 9-Feb 27 M 7 pm-9:18 pm MAI CEMUS 507 24

COMMERCIAL MUSIC THEORY

If you are going to be working in the music business, you need to know the difference between "off key" and "on." This course covers the music theory, ear training, and harmony related to commercial/contemporary music, from rock-n-roll to classical music. \$449

Apr 8-Apr 9 SSu 10 am-6 pm MAI CEMUS 511 21

LIVE SOUND PRODUCTION

Learn the in's and out's of running live sound for production companies, theatres, artists, churches, and more. This class includes a two-hour lab. Textbook included. \$449

Mar 6-Apr 17 M 7 pm-9:34 pm MAI CEMUS 521 20

MUSIC BUSINESS

Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. \$449

Apr 1-Apr 2 SSu 9 am-5 pm MAI CEMUS 510 25

STUDIO RECORDING I

Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. \$449

Mar 7-Apr 18 T 7 pm-9:35 pm MAI CEMUS 522 23

STUDIO RECORDING II

Supplement to Studio Recording I. Required for certificate program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. \$449

Apr 22-Apr 23 SSu 9 am-6 pm MAI CEMUS 523 19

STUDIO RECORDING III

Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included. \$449

Jan 10-Feb 28 T 7 pm-9:15 pm MAI CEMUS 524 21

Apr 29-Apr 30 SSu 9 am-6 pm MAI CEMUS 524 20

DIGITAL MUSIC PRODUCTION

Learn how to record music at home with the latest in digital music production. Upon completion of course, students will be able to mix projects into MP3 or CD format. Topics include MIDI, signal flow, multi tracking, and more. \$449

Jan 12-Mar 2 Th 7 pm-9:15 pm MAI CEMUS 525 17



VIRTUAL TOURS

Discover MTC's Airport, Beltline, or Northeast campuses from right where you are.
Explore Now | MIDLANDSTECH.EDU/campuses



SCHOOL OF ENGLISH AND HUMANITIES

BUSINESS WRITING

BUSINESS GRAMMAR

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$259

Jan 16 M 9 am-4 pm NEAST CEWCS 500 65

BUSINESS LETTER WRITING

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. \$259

Jan 30 M 9 am-4 pm NEAST CEWCS 501 11

Apr 24 M 9 am-4 pm NEAST CEWCS 501 12

BUSINESS WRITING ESSENTIALS

Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. \$249

Jan 26 – Feb 2 Th 6 pm-9 pm VIRTUAL CEWCS 541 96

Feb 4 S 9 am-4 pm VIRTUAL CEWCS 541 97

Mar 4 S 9 am-4 pm NEAST CEWCS 541 99

Apr 4 T 9 am-4 pm NEAST CEWCS 541 98

Apr 10-Apr 17 M 6 pm-9 pm VIRTUAL CEWCS 541 01

FUNDAMENTALS OF TECHNICAL WRITING

Learn the fundamental techniques that all successful technical writers use especially how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. \$169

Jan 18-Mar 10 ONLINE CEETG 581

Feb 15-Apr 7 ONLINE CEETG 581

Mar 15-May 5 ONLINE CEETG 581

Apr 12-Jun 2 ONLINE CEETG 581

PHOTOGRAPHER AND VIDEOGRAPHER

PHOTOGRAPHY AND VIDEOGRAPHY

Learn basic camera functions, exposure, and depth of field. In addition receive further instruction on composition, how light affects images, filters, and flash. Then move into discussing concepts of videography and how to capture moving pictures and sound using video and audio equipment, with expertise in lighting, composition and framing, and editing. Other important skills include maintaining client relationships, production planning, reel creation, and mastering distribution methods. \$799

Jan 18-Mar 27 MW 6 pm-9 pm CEOFS CEPIC 559 07

VIDEO EDITING CERTIFICATE

Learn basic and some advanced techniques in video editing using Adobe Premiere Pro CC. Includes how to add transitions, basic effects, syncing sound, basic color correction, and how to format video in standard and high-definition formats for export. In addition, students will learn how to upload video and various media platforms such as You Tube, Vimeo, and Facebook.

Concludes with a video production reel that can be utilized to gain employment. A DSLR camera that captures video, a video camera, or a smartphone that captures video is required. A subscription to Adobe Premiere Pro CC and a 500 GB Mac and PC compatible external hard drive is also required. Please note that students will be able to subscribe to the Adobe Premiere Pro CC software at the student's rate once enrolled into the class or if already enrolled in any other class at Midland's Technical College. \$749

Jan 17-Mar 9 TTh 6 pm-9 pm BLTLN CEPIC 555 11

YOUR DREAM JOB IS WAITING...

Search job postings targeted specifically to MTC students and alumni using our College Central Network. It helps you:



Search and apply for jobs and internships
(local, regional, and national)



Create and upload your resume and/or career portfolio



Receive automatic texts or emails based on new job matches

ACTIVATE YOUR ACCOUNT AND GET STARTED

Visit www.collegecentral.com/midlandstech

SCHOOL OF EDUCATION AND PUBLIC SERVICE

Below are the Training programs in the School of Education and Public Service. The majority of the programs in this school are academic degrees, diplomas, and certificates.
Learn more at MIDLANDSTECH.EDU/schools

CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120 hour online course developed by the National Career Development Association is a hybrid, requiring one in-person meeting on first day of class, virtual meetings via a platform such as Zoom, web-based instruction on your own, use of the course textbook (included in fee), and independent study. The first and only onsite session is on day one from 10 a.m. to 1 p.m. for orientation and textbook pick up at the Northeast Campus. Completion of this course supports application for the GCDF and CCSP credentials. \$1099

Feb 10-Jun 10 F 10 am-1 pm H CECDF 600 34I

TRAINING

CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Certified Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate an online course, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses. \$495

Feb 6-Apr 28

Apr 3-Jun 30

ONLINE CEUGC 512

ONLINE CEUGC 512

CERTIFICATE IN TEACHING ADULTS

A key function in life is passing knowledge and skills to others. If you are starting out or already teaching, formally or informally, this course will fit. Learn fundamental and advanced strategies to improve teaching. The lead instructor wrote *How to Teach Adults*, the best-selling book on the subject and the e-book is included. \$295

Feb 6-Apr 28

ONLINE

CEUGC 511

INSTRUCTOR SPOTLIGHT



DR. SHARON GIVENS | Career Development | Essential Skills

Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career Counselor, Board Certified Life and Career Coach, Human Services Board Certified Practitioner, Approved Clinical Supervisor, a Global Career Development Facilitator, a Career Development Facilitator Instructor, a Certified

Career Services Provider, National Career Development Association Master Trainer, a DISC Personality Trainer, A Birkman Facilitator, Franklin Covey Facilitator, and a True Colors Facilitator. She has developed and conducted over 500 training/seminars across the country and in West Africa. Sharon is a member of the Board of Directors for National Career Development and is currently serving as the President of the National Career Development Association.

PERSONAL ENRICHMENT



On the college website, Personal Enrichment courses are listed separately from MTC's 8 Schools of Study. View offerings at MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment

CAKE DECORATOR

CAKE DECORATOR PROFESSIONAL

Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful cakes using buttercream icing. You will be introduced to fondant bows. Piping techniques will be covered on the first night of class. View the full list of supply requirements on the online materials list, but wait to purchase all supplies until after the first class. \$269

Mar 7-Apr 11 T 6 pm-9 pm HARBN CEKIT 522 6I

PERSONAL ENRICHMENT

DEFENSIVE DRIVING

DEFENSIVE DRIVING

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver's license, including CDL. Driver's license number and state required when registering. May reduce insurance costs. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. \$99

Jan 14	S	8 am-5 pm	AIRPT	CEDDC 500
Jan 28	S	8 am-5 pm	AIRPT	CEDDC 500
Feb 11	S	8 am-5 pm	AIRPT	CEDDC 500
Feb 25	S	8 am-5 pm	AIRPT	CEDDC 500
Mar 11	S	8 am-5 pm	AIRPT	CEDDC 500
Mar 25	S	8 am-5 pm	AIRPT	CEDDC 500
Apr 08	S	8 am-5 pm	AIRPT	CEDDC 500
Apr 22	S	8 am-5 pm	AIRPT	CEDDC 500

FLORAL DESIGNER

FLORAL DESIGN

The fundamentals of floral arranging will give students enough basic skills to seek entry-level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. \$399

Jan 23-Mar 20	M	6 pm-9 pm	HARBN	CEFLC 501 31
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INTERIOR DECORATOR

INTERIOR DECORATING

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics. Students will complete projects to help them learn the concepts and apply real-world examples. \$539

Feb 8-Apr 26	W	6 pm-9 pm	NEAST	CEDCP 546 07
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PERSONAL FINANCE

PERSONAL FINANCE

Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine. \$169

Jan 18-Mar 10	ONLINE	CEETG 545
Feb 15-Apr 7	ONLINE	CEETG 545
Mar 15-May 5	ONLINE	CEETG 545
Apr 12-Jun 2	ONLINE	CEETG 545

LANGUAGES

BEGINNING CONVERSATIONAL FRENCH

Learn the basics of conversational French including proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language. \$169

Jan 18-Mar 10	ONLINE	CEETG 689
Feb 15-Apr 7	ONLINE	CEETG 689
Mar 15-May 5	ONLINE	CEETG 689
Apr 12-Jun 2	ONLINE	CEETG 689

SPEED SPANISH I

Just like in English, Spanish sentences are made up of different parts-nouns, verbs, and phrases. In this course, you will learn how to glue those different parts together using a series of recipes. This first lesson will teach you the Magic Circle Recipe-a recipe so powerful that, by learning 200 vocabulary words, you will be able to say close to 150,000 sentences in Spanish. Learn a little, do a lot! \$169

Jan 18-Mar 10	ONLINE	CEETG 564
Feb 15-Apr 7	ONLINE	CEETG 564
Mar 15-May 5	ONLINE	CEETG 564
Apr 12-Jun 2	ONLINE	CEETG 564

MOTORCYCLE

BASIC MOTORCYCLE

Learn basic motorcycle riding techniques in this beginner-level course. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. NOTES: 1) For license waiver option, present motorcycle permit at first class and pass all assessments. 2) A three-hour online e-course is required before the first class. You will be emailed a code to access this e-course. You must present certificate of e-course completion to instructor at first class. 3) You will need to pass both a written and riding assessment to receive a completion certificate. Prerequisite: Must be eligible for a motorcycle driver's license and be able to ride a bicycle. This course is not an alternate to the driver education requirement for under 18-year-old drivers. Meets the standards set by SC law for insurance discount. Half helmets are not allowed, must be full face or open face helmet. \$299

Jan 13-Jan 15	F	6 pm-8 pm	BLTN	CEMOT 501 88
	SSu	8 am-5 pm		
Jan 27-Jan 29	F	6 pm-8 pm	BLTN	CEMOT 501 89
	SSu	8 am-5 pm		
Feb 10-Feb 12	F	6 pm-8 pm	BLTN	CEMOT 501 90
	SSu	8 am-5 pm		
Mar 3-Mar 5	F	6 pm-8 pm	BLTN	CEMOT 501 96
	SSu	8 am-5 pm		
Mar 17-Mar 19	F	6 pm-8 pm	BLTN	CEMOT 501 91
	SSu	8 am-5 pm		
Apr 7-Apr 9	F	6 pm-9 pm	BLTN	CEMOT 501 92
	SSu	8 am-5 pm		
Apr 21-Apr 23	F	6 pm-8 pm	BLTN	CEMOT 501 93
	SSu	8 am-5 pm		

CORPORATE TRAINING

The Labor Shortage Still Persists, Learn What's Working for Employers

In 2021, 48 million people in the U.S. quit their jobs. And in our area, over the past 12 months, the labor force decreased by 3,000 in Lexington, Richland, and Fairfield counties. People are resigning and reshuffling for competitive pay, job flexibility, and to prevent burnout.

What does this mean for employers? It means they have to be creative and offer different solutions.

Here are our **TOP 10 RECRUITING TIPS TO HELP NAVIGATE A SPARSE WORKFORCE**:

1. Offer employee wellness programs. These are one of the biggest things employees wish their employers offered.
2. Personal growth plans are common, but be sure to use them to advertise openings.
3. Offer career ladders and promote the career progressions in your job postings.
4. Come to an MTC employer engagement day to introduce your company and your openings to our students.
5. Grow your own workforce by hiring unskilled talent and use grant funds to cover the training costs.

6. Promote your internal talent who have already proven they have the right fit and soft skills for your organization.
7. Take advantage of pre-apprenticeship programs offered by MTC to get connected to students who are actively looking for employment.
8. Internships can fill immediate needs and provide a defined period of time to evaluate a potential long-term employee.
9. Place any assistance you can provide to aid in an employee's development at the top of your ad.
10. Remember that your best recruiter is a happy employee.

HOW CAN MTC HELP?

Apprenticeship programs, including leadership academies, help. By investing in these programs, you are telling employees they have high potential and growth opportunities at your organization. Grant funding is available to help offset the cost, and training can be customized for your organization.

Read more and view a webinar on this topic at MIDLANDSTECH.EDU/programs-and-courses/corporate/resources.

MTC's Business Solutions team works to connect business customers to the best corporate training and consulting resources available. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you identify and implement the right solution to help you meet your organizational goals.

MTC Business Solutions
MIDLANDSTECH.EDU/corporate
803.691.3907 | corporatetraining@midlandstech.edu

We know how it works.

Training decisions can be difficult, and there's a lot to consider. Our hope is that you will always consider us, first.

This is how we work to give you the best options and resources in the industry:

1

IDENTIFY THE NEED

- > We start with a conversation with you to understand your needs
- > Then, we identify your budget and explore the available funding options

2

FIND THE SOLUTIONS

- > We explore the training options and resources available to best address your needs
- > Then, we work with you to develop a winning solution that's within your budget

3

IMPLEMENTATION AND FUTURE SUCCESS

- > We will deliver the agreed upon solution, ensure your overall satisfaction, and ask for referrals
- > Then, we will assist you in calculating ROI, and identify the next steps to keep you moving forward

2022

ONLINE AND VIRTUAL TRAINING COURSES

THE FOLLOWING IS A LIST OF ONLINE AND VIRTUAL TRAINING COURSES OFFERED BY MTC.

MTC offers online classes taught by local instructors in virtual and online formats. MTC also provides online options through a network of qualified, national instructors. View details and register at MIDLANDSTECH.EDU/programs-and-courses/online-learning.

School of ADVANCED MANUFACTURING AND SKILLED TRADES

Construction and Trades

Biofuel Production Operations
Chemical Plant Operations
HVAC/R Certified Technician
Manufacturing Applications
Manufacturing Fundamentals

School of BUSINESS

Customer Service

Certificate in Customer Service
Managing Customer Service

Digital Marketing

Digital Marketing Certificate
Integrated Marketing Certificate
Mastering Video Marketing Certificate
Podcasting
Search Engine Optimization
Social Media for Business Certificate
Using Social Media in Business

Finance and Accounting

Accounting and Payroll Specialist
Bookkeeping Certificate
Certificate in Accounting and Finance
for Non-Financial Managers
Personal Finance
The Basics of Bookkeeping

Hospitality

Wow, What a Great Event!

Human Resources and Legal

Employment Law Fundamentals
Real Estate Law
SHRM Certification Review
Understanding the Human
Resources Function
Workers' Compensation

Management

Certificate in Non-Profit Administration
Certificate in Workplace
Communication
Fundamentals of Supervision
& Management I
Leadership
Managing Remote Workers Certificate
Supervisory Certificate

Organizational Performance

Certified Quality Auditor
Certified Quality Engineer
Lean Six Sigma Green Belt
Lean Six Sigma Yellow Belt

Personal Development

A to Z Grantwriting
Achieving Success with
Difficult People
Administrative Assistant Applications
Administrative Assistant Fundamentals
Building Teams That Work
Computer Skills for the Workplace
Effective Business Writing
Effective Selling
Essential Skills for Success
Get Assertive!
Individual Excellence
Interpersonal Communication
Keys to Effective Communication
Mastering Public Speaking
Mastery of Business Fundamentals
Professional Sales Skills
Real Estate Investing I
Resume Writing Workshop
Skills for Making Great Decisions
Stocks, Bonds, and Investing: Oh, My!

Project Management

Certificate in Project Management
PMP/CAPM Exam Prep Boot Camp

Project Management @ e-Speed

Purchasing

Certified Green Supply
Chain Professional
Purchasing Fundamentals
Supply Chain
Management Fundamentals

Small Business and Entrepreneur

Creating a Successful Business Plan
Entrepreneurial Marketing
Entrepreneurship Certificate
Freight Broker/Agent Training
Senior Certified
Sustainability Professional
Small Business Marketing on
a Shoestring
The Business Plan

School of EDUCATION AND PUBLIC SERVICE

Career Development

Advanced Live Online and Zoom
Instructor Training
Certificate in Learning Styles
Certificate in Online Teaching
Certificate in Teaching Adults
Creating Classroom Centers
Creating the Inclusive Classroom:
Strategies for Success
Culturally Responsive Pedagogy in the
Diverse Classroom
Facilitating Career Development
Solving Classroom
Discipline Problems
Solving Classroom
Discipline Problems II
Survival Kit for New Teachers
Teaching Students With ADHD
Teaching Students With Autism:
Strategies for Success

School of EDUCATION AND PUBLIC SERVICE, continued

The Creative Classroom
The Teen Brain
Understanding Adolescents
Using the Internet in the Classroom
Working Successfully With
Learning Disabled Students

School of ENGLISH AND HUMANITIES

Art and Design

Drawing for the Absolute Beginner
Mastering Digital Photography:
Photographing People
Secrets of Better Photography

Languages

Beginning Conversational French
Beginning Conversational Spanish
Speed Spanish I
Speed Spanish II

Writing

Certificate in Effective Grammar
Digital Reporting
Effective Business Writing
Fundamentals of Technical Writing
Grammar Refresher
Grammar Refresher II
Introduction to Fiction Writing
Introduction to Journaling
Publish and Sell Your E-Books

School of HEALTH CARE

Emergency Medicine

Emergency Medical Technician

Health and Fitness

Become a Physical Therapy Aide

Medical Office

Medical Billing and Coding
Medical Scribe
Medical Terminology
Spanish for Medical Professionals

School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Computer Applications

Crystal Reports, Introduction
Keyboarding
Mastering Computer Skills for
the Workforce
Microsoft Excel (Latest
Version), Introduction
Microsoft Excel (Latest
Version), Intermediate
Microsoft Excel (Latest
Version), Advanced
Microsoft Excel 2013, Introduction
Microsoft Excel 2013, Intermediate
Microsoft Excel 2013, Advanced
Microsoft Outlook (Latest
Version), Introduction
Intro to PowerPoint 2019/Office 365
Microsoft Word 2016, Introduction
Microsoft Word 2016, Intermediate
Publisher 2013, Introduction
QuickBooks

Data Analysis

Data Analysis Certificate
Google Analytics
Google Analytics Certificate
Power BI Certificate

Databases

Database Development, Introduction
Introduction to SQL
SQL Certificate

Gaming

Certificate in Basic Game Design
How to Get Started in
Game Development

Information Technology

Help Desk Analyst: Tier 1
Support Specialist
Networking, Introduction
Networking, Intermediate
PC Troubleshooting, Introduction

Math

Everyday Math

Programming

C# Programming for the
Absolute Beginner
C# Programming, Intermediate
C++ for the Absolute Beginner
Creating Mobile Apps with HTML5
Java for the Absolute Beginner
Java Programming, Intermediate

Test Preparation

GRE Test Preparation - Course 1
GRE Test Preparation - Course 2
LSAT Test Preparation - Course 1
LSAT Test Preparation - Course 2
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

Web Development and Print Media

Certificate in Web Design
Graphic Design Software
Essentials Certificate
Illustrator CS6, Introduction
InDesign CS6, Introduction
Intermediate InDesign Creative Cloud
JavaScript
Photoshop CS6, Introduction
Photoshop CS6, Intermediate
Visual Basic, Introduction
WordPress Certificate

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn about financial assistance options at MIDLANDSTECH.EDU/TrainingStudentResources or call 803.732.0432.

A 2.5% card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.



CONTINUING EDUCATION UNITS (CEUS)

The CEU is a nationally recognized method for recording participation in a continuing education program that does not carry toward a degree, but does meet established standards for increasing knowledge and competencies. One CEU is awarded for each 10-contact hours of successful completion in an organized, non-credit continuing education program. Records for CEUs are kept on file in the Registrar's office at Midlands Technical College. No CEUs are awarded for personal enrichment courses.

CHANGE NOTIFICATION

Midlands Technical College reserves the right to make necessary changes to registration fees, course dates, times, curricula, and faculty. This includes canceling courses when there is insufficient enrollment. Every effort will be made to work with students who have already enrolled in a course where changes were made.

REFUNDS

- > You must officially withdraw from a class to receive a refund.
- > If you do not withdraw, and do not attend, you are still responsible for payment.
- > You may request a transfer into another class, or you can send someone else in your place.
- > Tuition will be refunded 100% for any classes canceled by the college.

To withdraw, contact the Corporate and Continuing Education Registration Office at 803.732.0432.

DAYS BEFORE START OF CLASS	% OF REFUND
5 OR MORE	100%
1 TO 4	50%
0	0%

SPECIAL ACCOMMODATIONS

The college requests that students make requests for accommodations as soon as possible prior to the first day of class. Accommodations are determined on an individual basis and are not retroactive. Please call 803.822.3505 for more information.

All registrations require proof of legal presence in the U.S.

Midlands Technical College (MTC) does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College in Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3261; or email at walkerd@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Ms. Nicole B. Edwards in her position as Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer. She can be reached at Midlands Technical College in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3050; or email at edwardsn@midlandstech.edu.

IT'S EASY TO REGISTER

1 REGISTER ONLINE

Quickly and easily at MIDLANDSTECH.EDU



2 FILL OUT A FORM

See next page or download one at MIDLANDSTECH.EDU/TrainingStudentResources



Email it to cce@midlandstech.edu, fax it to 803.732.5255, or take it to one of our convenient registration offices.

3 CALL US

803.732.0432

M-Th, 8 am - 4:30 pm | F, 8 am - 1:30 pm

REGISTRATION OFFICES

AIRPORT CAMPUS

Academic Center, Room 110

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am – 4:30 pm

BELTLINE CAMPUS

Student Center, 2nd Floor

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

HARBISON CAMPUS

Harbison Hall, Room 101

M-Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

TRAINING PROGRAMS REGISTRATION FORM



INDIVIDUAL REGISTRATION/PAYMENT

Please register me for the following course(s): (Example: CEBEG 517 21 Intro to Computers Sep 1-2 NEAST \$129)

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Name: _____ SSN: _____ DOB: _____
First MI Last

Email address for notifications: _____ Drivers License #: _____ State: _____
Driver's license # and state required to verify lawful presence

Home Address: _____
Street City State Zip Code

Phone # for notifications: _____
Day Night Cell





Gender*: ☐ Male ☐ Female Race*: ☐ Asian ☐ Black/African American ☐ White

Ethnicity*: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino

☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Islander

*Voluntary information used for institutional effectiveness reporting.

Check Enclosed for: \$ _____ Check #: _____

Card type: ☐  ☐  ☐  ☐  Card Number: _____ Expiration: _____

A 2.5% credit card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.

Card Identification Number (3 digits on back of card): _____

Name as listed on credit card: _____ Signature: _____

INDIVIDUAL REGISTRATION/BILLING

REGISTER ONLINE | Register with a credit card at
MIDLANDSTECH.EDU/schools

REGISTER BY PHONE | Call our registration office
at 803.732.0432

REGISTER WITH THIS FORM | Return completed form via
one of the methods below:

- > Securely upload file: <https://sharefile.midlandstech.edu/cce>
- > Email: CCE@midlandstech.edu
- > Stop by one of our registration locations listed at
MIDLANDSTECH.EDU/TrainingStudentResources
- > Mail to Midlands Technical College, Corporate and
Continuing Education, PO Box 2408, Columbia, SC 29202

COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled
three ways:

1. By letter of authorization on company
letterhead with the company's address,
phone number, and point of contact
information along with the statement of
authorization to bill
2. By purchase order
3. By company check or company credit card

Each request to register and bill must include
the personal information listed above along
with either a letter of authorization, purchase
order, check, or credit card information.

Refunds may be granted with advanced notification. See details on prior page or call 803.732.0432 with questions.

Find us where you are.

We have six campuses and offer online courses to fit your schedule.

- 1 **Airport Campus**
West Columbia
- 2 **Beltline Campus**
Columbia
- 3 **Harbison Campus**
Irmo
- 4 **Northeast Campus**
Northeast Columbia
- 5 **Batesburg-Leesville Campus**
Batesburg-Leesville
- 6 **Fairfield Campus**
Winnsboro



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National Administrative Professionals Day is April 26, 2023.

It's Your Day to Celebrate

Administrative Professionals Conference

— APRIL 26, 2023 —

Mark your calendar now for a great day of professional development, networking, and celebration.



Judi Gatson | Emcee

Visit MIDLANDSTECH.EDU/AdminConference for more details.